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ABSTRACT

Designed to provide information of value in establishing a base for decision making in the Yosemite Community College District (YCCD), this assessment atlas graphically presents statistical data for the District as a whole, its two campuses, and YCCD Central Services for 1983-84. After an introduction to the use of the assessment atlas and information system, districtwide data are provided on instructional and non-instructional staff, financial expenditures, services (including method of instruction by term and sections/enrollments), facilities, and student enrollment data by age, sex, ethnicity, number of units carried, week, and time of day. The following sections present the same breakdown of information for Columbia College and its 13 departments and program areas and for Modesto Junior College and its 15 departments and program areas. Finally, information is provided on staff and finances for YCCD Central Services (i.e., the Superintendent's Office, the Assistant Superintendent for Business Services' Office, the Personnel Office, and the Resource Development Office). The report includes a glossary of terms and a bibliography of support data. (HB)

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Assessment Atlas

Measurement
Planning
Improvement

1983-84

Yosemite Community College District

Columbia College
Modesto Junior College
YCCD Central Services

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IC 850 420

YOSEMITE COMMUNITY COLLEGE DISTRICT

ASSESSMENT ATLAS
1983-84

A graphic presentation of statistical data pertinent to understanding Columbia College, Modesto Junior College, and the Yosemite Community College District Central Services.

RESOURCE DEVELOPMENT OFFICE
YOSEMITE COMMUNITY COLLEGE DISTRICT
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Modesto, California 95352
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PREFACE

This third edition of the assessment atlas continues to carry out the original premise as described in the earlier editions. "An atlas is a book of maps, tables, charts, and illustrations which attempts to provide pictures of reality which may be seen at a glance. It is hoped the realities portrayed in this atlas will project the interrelationships which constitute the operation of the Yosemite Community College District and its two colleges—Columbia College and Modesto Junior College." The measurement, planning and improvement system (MPI) of which this atlas is a part assumes that everyone associated with the institutions of the Yosemite Community College District should have equal access to the overall picture and specific details of their operation. The goal of this assessment atlas is to develop a creative consensus about institutional mission, goals and needs from which positive direction can originate.

This document and its supporting information system should be viewed as a "snapshot" of the facts and relationships which existed at a **specific time.** It is designed to provide in graphic form information of value in establishing a base from which informed decisions can be made. It reflects a philosophical commitment to a user-oriented format. Please keep in mind that the information herein is retrieved from the 1983-84 data base and reflects the data as it was entered into the computer **at that time.**

The format used in this atlas is the same as that used for the 1982-83 data. It is anticipated that for 1984-85 some revisions will be made. In order to improve the scope of information, particularly in the support services area, work is currently under way to identify the additional required data elements and to develop the necessary input systems.

The ongoing assessment planning/budgeting process is guided by the Assessment Oversight Committee, which is comprised of representatives of support services, faculty, management and administration. Suggestions for improvement in this atlas and the overall planning system are welcomed by the committee.

Dorothy Swartwood, Administrative Assistant to the Chancellor/Superintendent, has directed the production of this year's atlas. The overall layout, typesetting, and paste-up was done by the Modesto Junior College Print Shop under the supervision of Gary Mendenhall, printing instructor. Photographs were taken by Wesley Page, Video Production Specialist, Modesto Junior College.

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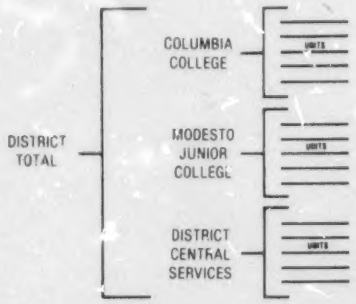
HOW TO USE THE ASSESSMENT ATLAS AND INFORMATION SYSTEM

This document compiles in readily accessible format data generated by the assessment information system. The information supports the measurement function of the overall Measurement Planning Improvement (MPI) system which encompasses the district-wide assessment activities.

Organization of the Atlas

This document is organized in accordance with the Data Hierarchy shown in the diagram. It includes District, College and Unit Level information



The Structure of the Data

You will note that each graphic display (two opposing pages) includes six (6) categories of information.

1. A general descriptive statement about the unit covered
2. **Staff** information
3. **Financial** information
4. **Services** information
5. **Facilities** information
6. **Student** information

The information is displayed in most cases both in graphic and numeric form to enable quick review of the overall picture at the various levels. More detailed information is included in the supporting computer printouts (programs) available at each college President's office, college libraries and the Resource Development Office of the District. Data summaries by unit have been distributed to all unit managers.

Where Does This Data Come From?

All the information in the system and that presented in this Atlas is derived from the data base maintained by the District Computer Services department. The data base is constructed from a wide array of input documents prepared by individual staff members throughout the district.

If discrepancies are perceived in the data, it can generally be assumed that they have come about due to inaccurate input data or from formatting data differently than that planned when the input of the information occurred. Both these kinds of discrepancies have been reduced to a minimum by the users of the data revising their data gathering procedures to provide the information they need in the appropriate format.

Reading the Graphic Display

As with any report of this kind where large amounts of very detailed information must be summarized, certain decisions have been made in consolidating the data and in the descriptive terms used. **A review of the Glossary of Terms beginning on page 65 and the Bibliography of Support Documents beginning on page 67 prior to using the charts will facilitate easier and better understanding and interpretation of the information.**

An Example

For the purposes of illustration, the following hypothetical situation is presented:

Assume you are interested in learning how many instructors teach in the Engr., Math, Phys. Science Division at Modesto Junior College. First, turn to the two-page graphic display for MJC - Engr., Math Phys. Sci. (pages 42-43). Now refer to the STAFF section. Under INSTRUCTIONAL you will see classifications such as Cert. Full Time, Cert. Part Time, etc. To the right of these headings, the number of individuals and the total FTE (One Full-time Equivalent = 18.5 teaching hours per week) which they generate are displayed in numeric and graphic format with Totals appearing at the bottom. In this example, there is a total of 39 individuals employed, generating 25.8 Teaching FTE.

Now suppose you want to know how many students are enrolled in Engr., Math, Phys. Sci. classes at Modesto J.C. On page 43 in the STUDENTS section you will see portrayed in the lower right hand corner the total number of individual students enrolled each semester. Additional information shown in this section gives age, sex, ethnicity, units carried, enrollments by week and related information.

Now suppose you want to know how much it costs to provide these students with Engr., Math, Phys. Sci. programs. The financial section will show expenditures in terms of major state accounting code categories.

Additional Information

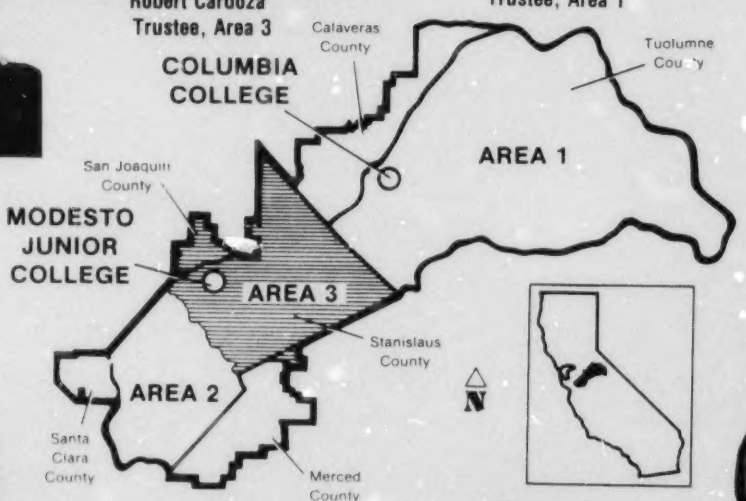
If the information you have reviewed so far creates a need or desire to review additional back-up information, you may review the detail as shown on the Data Summary printouts or you may refer to the support documents referred to by **source** for each section of the Atlas available in each college library and president's office, as well as the Resource Development Office at the district. Detailed financial information is available on budget reconciliation printouts as well as from the various display screens which may be brought up on computer terminals throughout the district.

YOSEMITE COMMUNITY COLLEGE DISTRICT

Robert Cardoza
Trustee, Area 3

Nancy Rosasco
Trustee, Area 1

Glenda Alpers
Trustee, Area 3



Tom Van Groningen
Superintendent

Allister Allen
Trustee, Area 2

Ian Hardie
Trustee, Area 3

Carmen Jackson
Trustee, Area 3

Grant E. Bare, M.D.
Trustee, Area 3

YOSEMITE COMMUNITY COLLEGE DISTRICT

The Yosemite Community College District is a legally constituted public agency established under the constitution, statutes and administrative regulations of the State of California. The district operates two colleges, Columbia College and Modesto Junior College, and serves a geographical area of 4,500 square miles encompassing all of Stanislaus and Tuolumne Counties and parts of Calaveras, Merced, San Joaquin, and Santa Clara Counties.

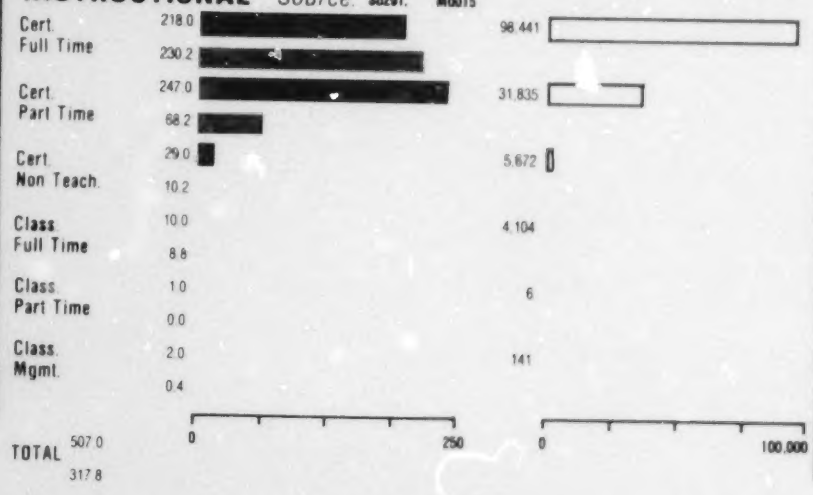
The information on this page is a consolidation of data covering all aspects of the district's operation. Because of the dissimilarities of the service areas of the two colleges and the fact that Columbia College operates on a quarter system while Modesto Junior College is on a semester schedule, there are certain limitations on the ability to portray the total district situation. Because of this, it is important to also review the information summarized for each college and for district central services.

STAFF

INDIVIDUAL FTE WSCH

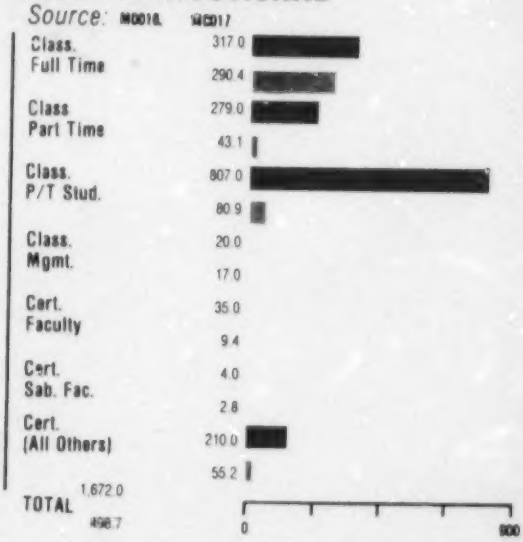
INSTRUCTIONAL

Source: S0291, M0015



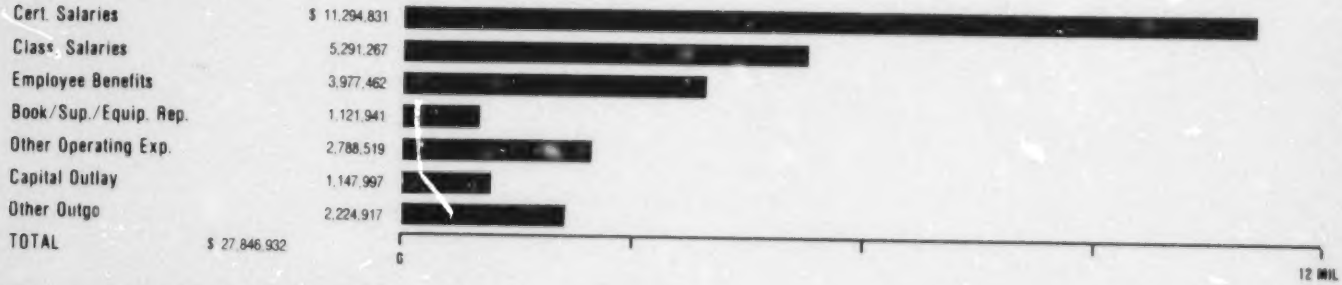
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

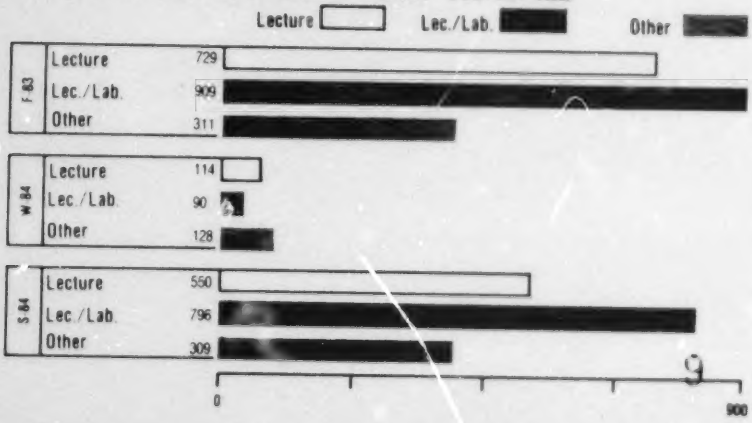
Source: M0010



SERVICES

METHOD OF INSTRUCTION BY TERM

Source: S0265

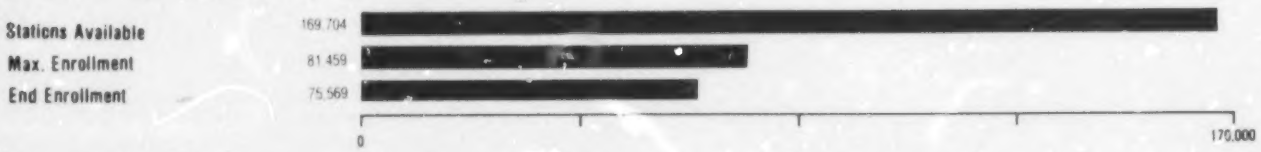


SECTIONS/ENROLLMENTS

Source: S0262, S0265

FACILITIES

Source: S0283, S0280

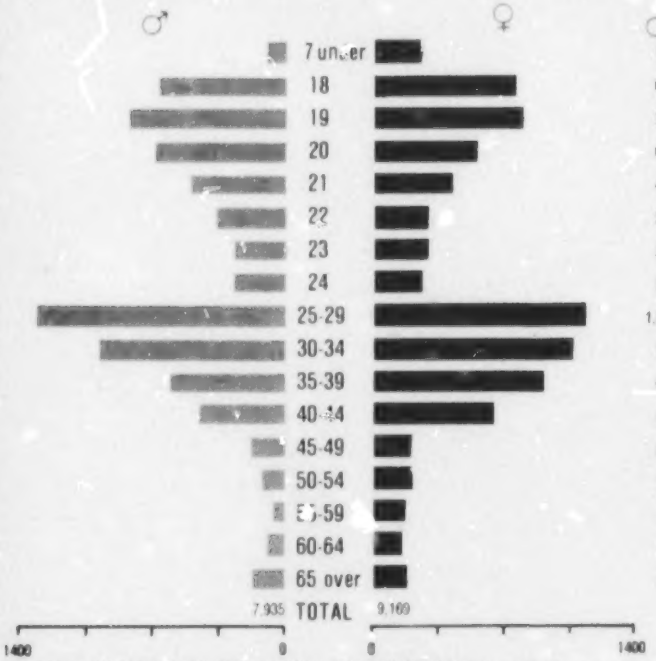


STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

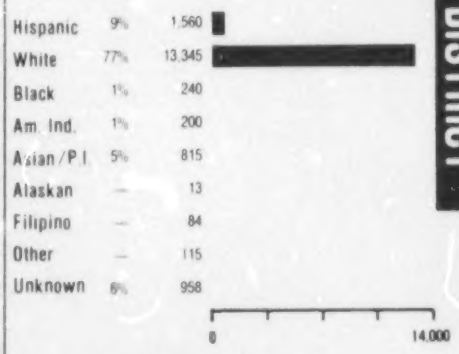
Source: S0281



♂	♀	○	☾	TOT	%
191	264	130	328	459	2.65
688	789	1,174	293	1,467	8.47
781	803	1,393	228	1,621	9.35
689	605	1,055	284	1,319	7.61
489	410	660	248	908	5.24
357	333	480	215	695	4.01
297	302	348	256	604	3.49
272	284	325	239	564	3.25
1,329	1,279	1,436	1,202	2,638	15.22
951	1,149	1,156	944	2,100	12.12
654	911	819	771	1,590	9.17
410	637	506	552	1,058	6.11
254	283	314	314	628	3.62
156	279	213	227	440	2.54
124	245	229	147	376	2.17
136	244	269	120	389	2.24
172	288	353	112	465	2.68

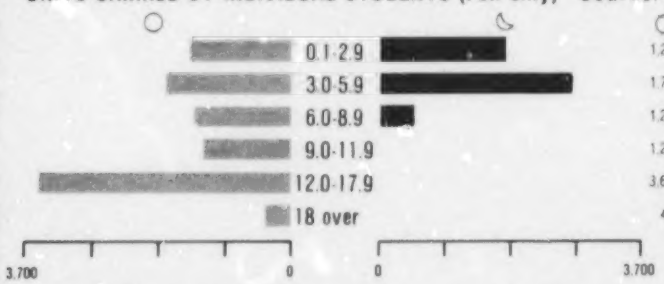
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

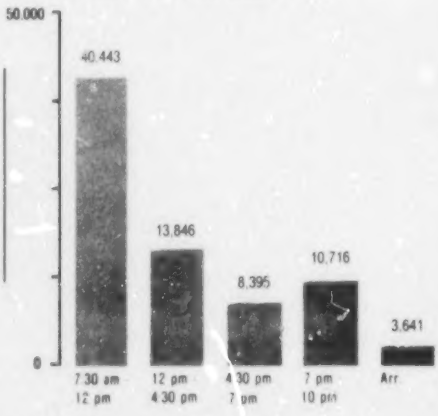
Source: S0281



○	%	☾	%	TOT	%
1,271	13.22	1,706	32.23	2,977	19.97
1,717	17.86	2,772	52.36	4,489	30.12
1,265	13.16	588	11.11	1,853	12.43
1,233	12.83	177	3.34	1,410	9.46
3,670	38.19	51	96	3,721	24.96
455	4.73	—	—	455	3.05

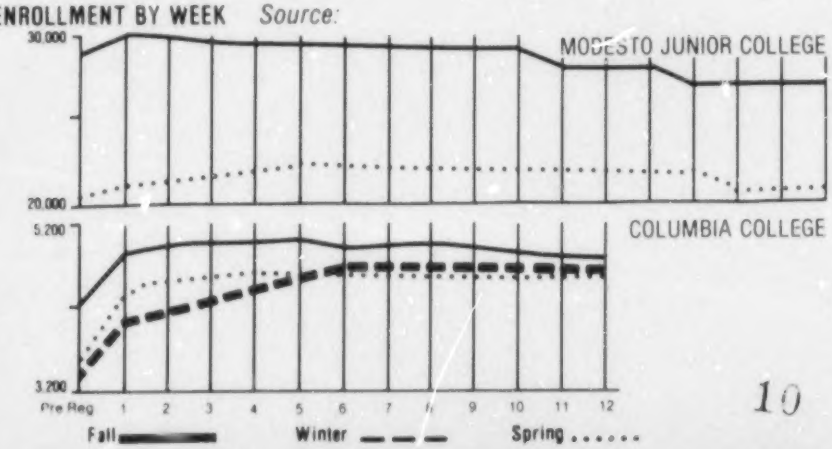
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source:

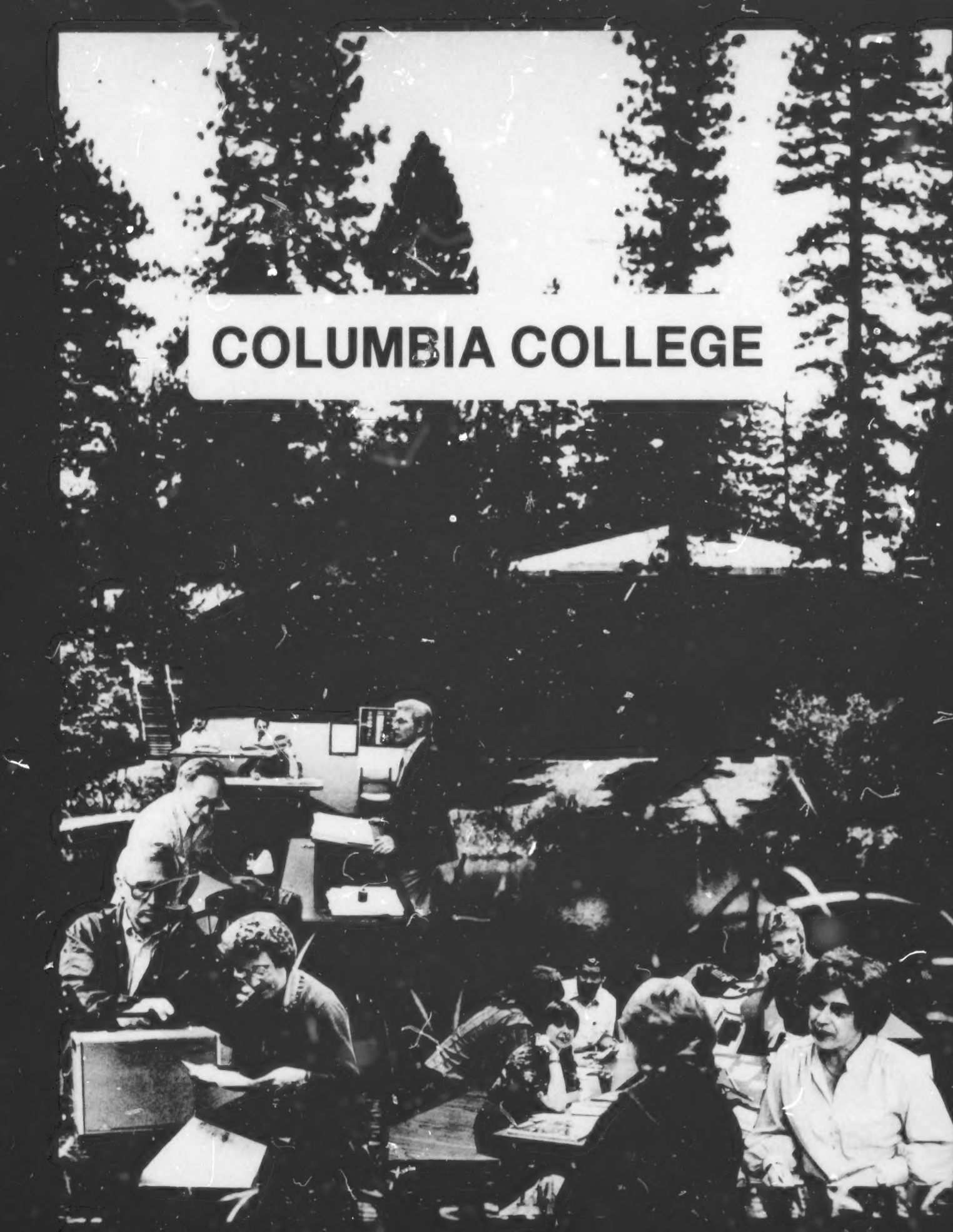


TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 17,330

Spring 13,925


COLUMBIA COLLEGE

Columbia College is a comprehensive Community College serving the postsecondary educational needs of District residents in Tuolumne and Calaveras Counties. Instructional programs are designed to enable students to transfer to other colleges and universities, to prepare for immediate employment, to develop the knowledge and skills essential for productive citizenship and personal growth, and to acquire the basic competencies needed for effective participation in these programs. Students may earn an Associate degree and/or a Certificate of Achievement depending upon their objectives.

Appropriate support services are designed to assist students in identifying and achieving their educational, vocational and personal goals. These include the library and related media services, admissions and records, educational testing, counseling and advising, learning skills, health services, financial aid, disabled student services, job placement, co-curricular activities, student government, and articulation with other institutions.

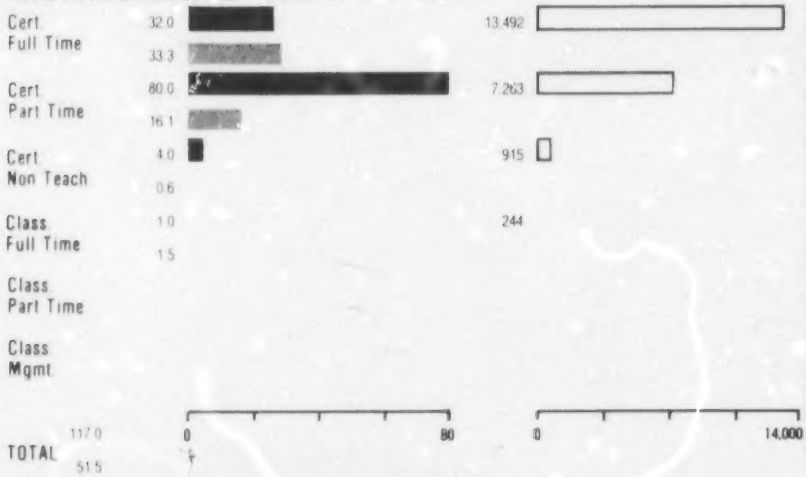
In addition to the above functions, the College operates a Community Services Program designed to provide fee-based Community Educaton courses not funded by the state, to present a variety of cultural programs and events, and to make campus facilities available to community groups for special meetings and activities.

STAFF

INDIVIDUAL FTE WSCH

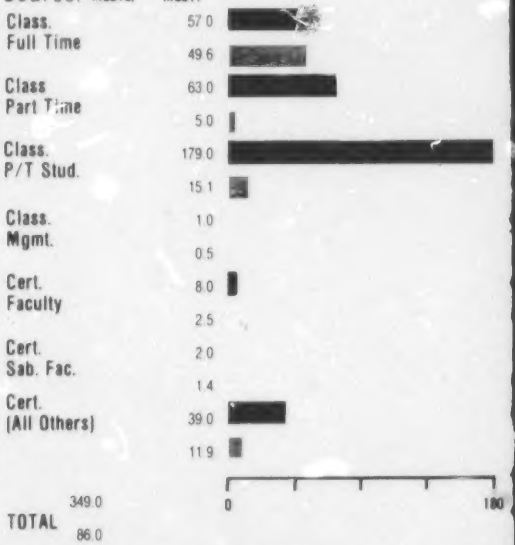
INSTRUCTIONAL

Source: S0291, M0015



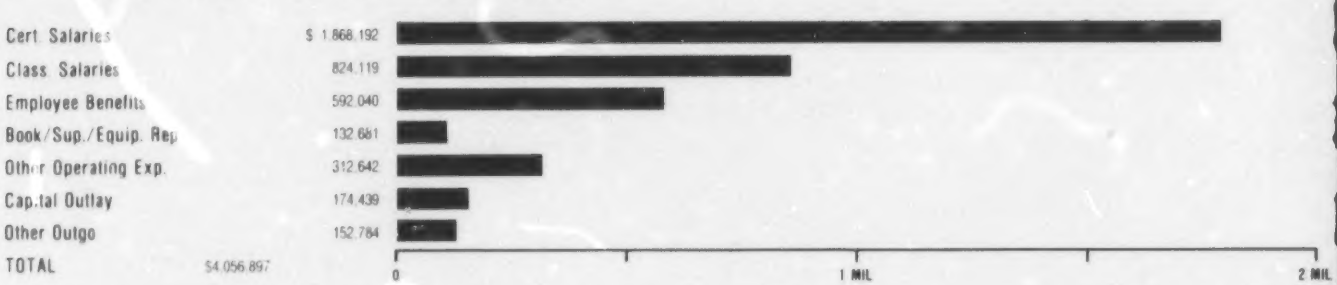
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

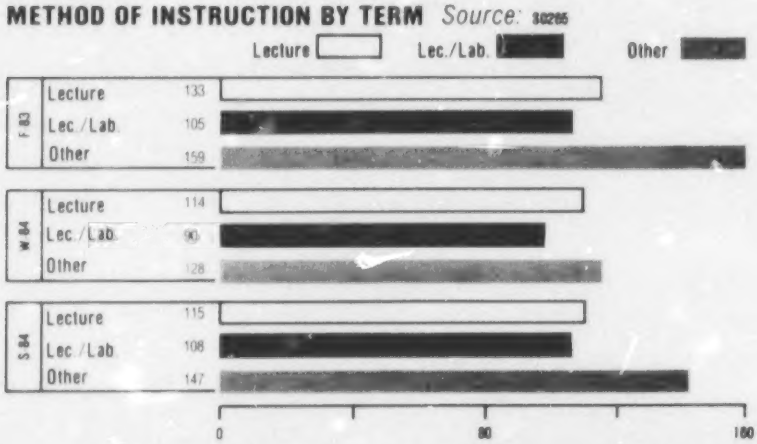
Source: M0010



SERVICES

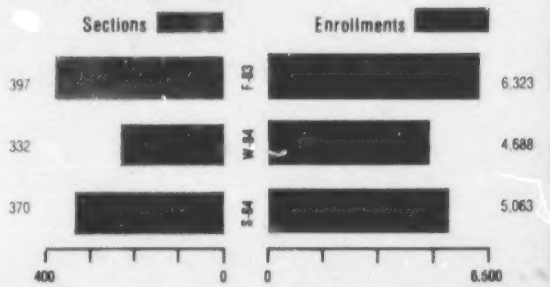
METHOD OF INSTRUCTION BY TERM

Source: S0265



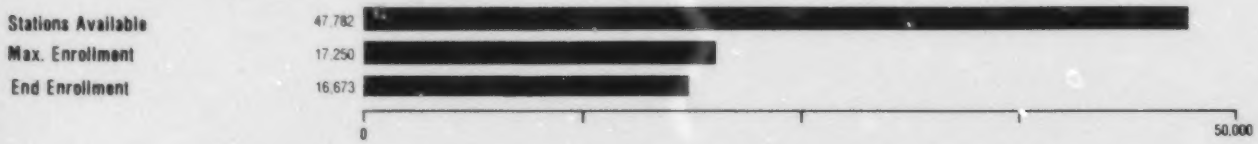
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

Source: S0283, S0280

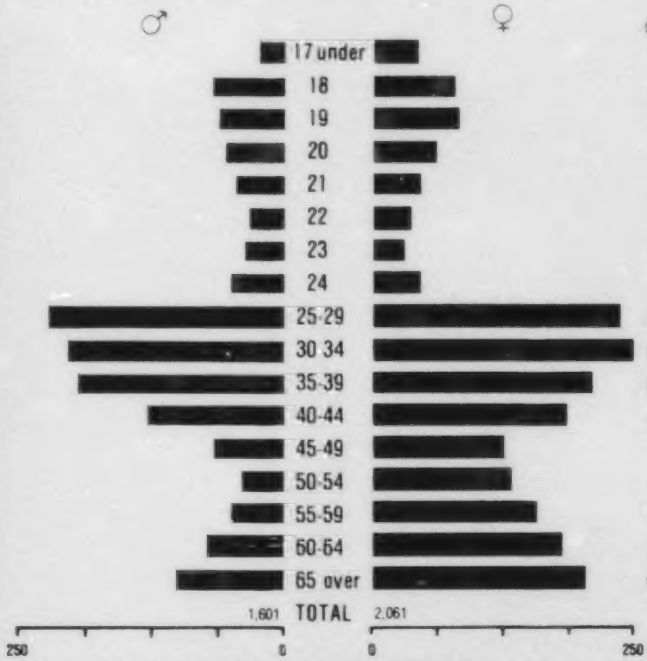


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	36	52	35	53	88	2.39
18	89	88	145	32	177	4.81
19	88	89	151	26	177	4.81
20	66	65	102	29	131	3.56
21	53	52	76	31	107	2.91
22	35	40	55	20	75	2.04
23	41	34	43	32	75	2.04
24	49	54	62	42	104	2.83
25-29	230	239	278	193	471	12.80
30-34	217	256	281	193	474	12.88
35-39	208	214	248	175	423	11.49
40-44	130	179	165	145	310	8.42
45-49	71	100	99	72	171	4.65
50-54	48	98	82	66	148	4.02
55-59	51	141	143	51	194	5.27
60-64	85	170	204	54	258	7.01
65 over	102	188	246	47	293	7.96

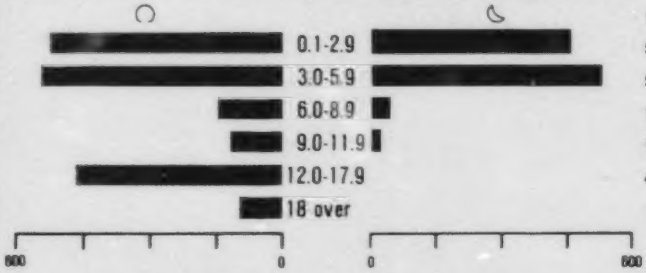
ETHNIC BREAKDOWN (Fall only)

Source: S0281

Hispanic	2%	62
White	96%	3,549
Black	—	16
Am. Ind.	1%	27
Asian/P.I.	—	16
Alaskan	—	1
Filipino	—	7
Other	—	1
Unknown	—	1

UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

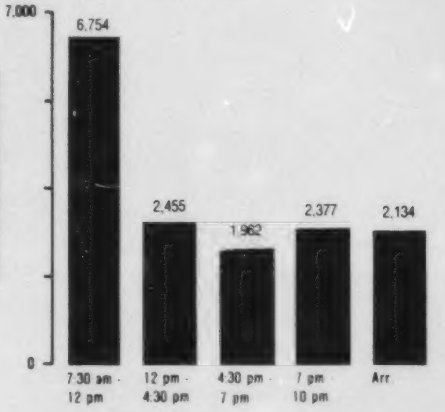
Source: S0281



Units	○	%	☾	%	TOT	%
0.1-2.9	562	27.96	444	41.07	1,006	32.55
3.0-5.9	576	28.66	537	49.68	1,113	36.01
6.0-8.9	160	7.96	56	5.18	216	6.39
9.0-11.9	145	7.21	43	3.98	188	6.08
12.0-17.9	468	23.28	1	.09	469	15.17
18 over	99	4.93	—	—	99	3.20

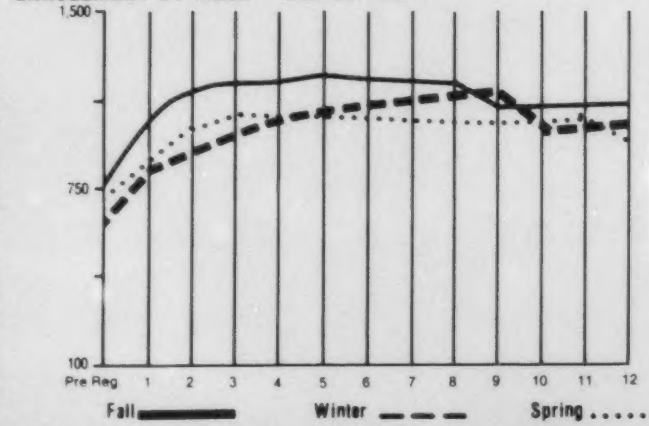
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0286



ENROLLMENT BY WEEK

Source: S0283



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall	3,680
Winter	2,759
Spring	3,238

The function of the Columbia College Business Education and Computer Science Unit is to: 1) Prepare students for entry-level employment; 2) Provide the opportunity for general interest business and computer science education and skill development; 3) Prepare students interested in professional business or computer science related fields for transfer to four-year colleges; and 4) Provide the opportunity for upgrading occupational skills by: a.) Offering continuing education to students currently employed and b.) Retraining students for new employment positions.

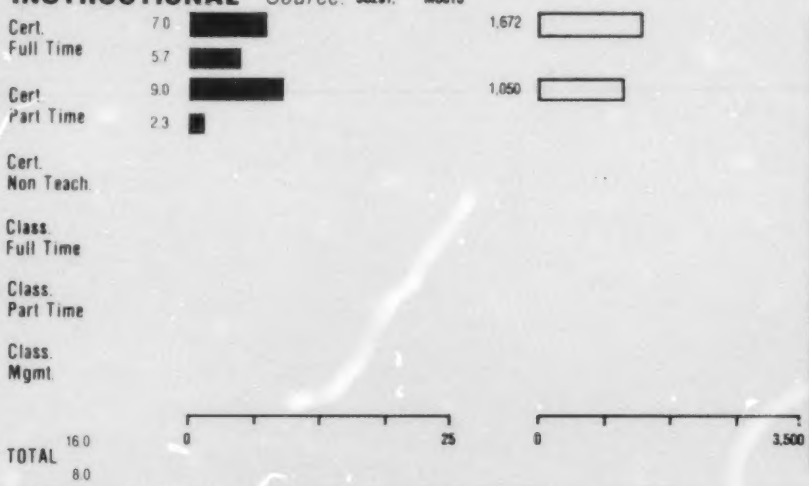
The curriculum of the Business and Computer Science Departments at Columbia College is designed to meet the needs of transfer and Associate degree students as well as the local community through course offerings in Banking and Finance, Business Administration, Economics, Office Occupations, Real Estate, and Computer Science.

STAFF

INDIVIDUAL FTE WSCH

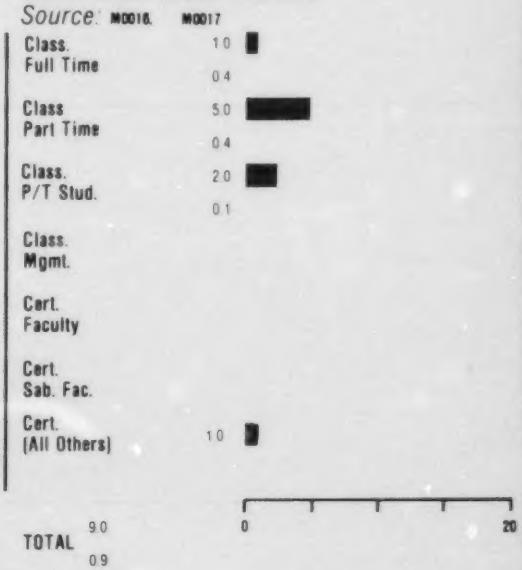
INSTRUCTIONAL

Source: S0291, M0015



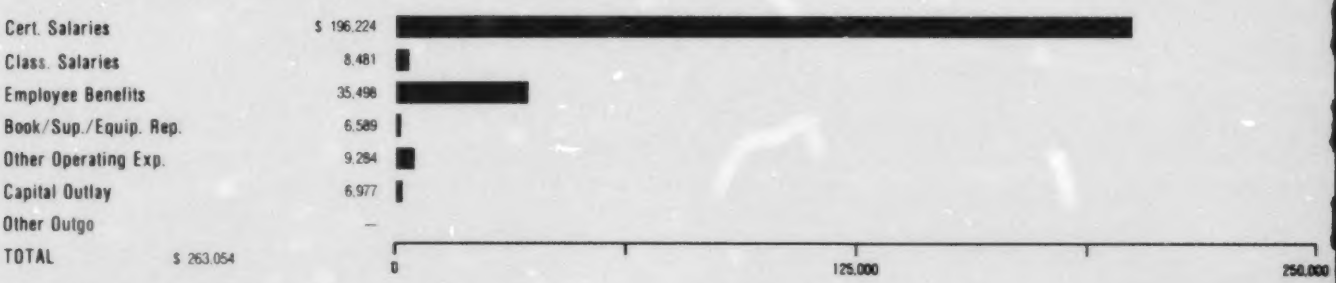
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

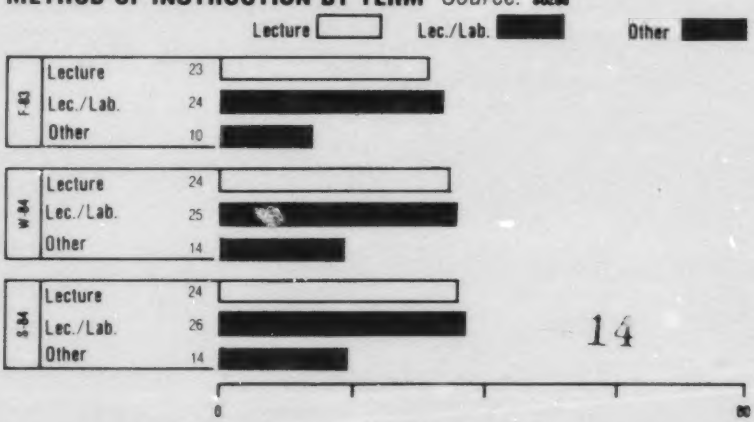
Source: M0010



SERVICES

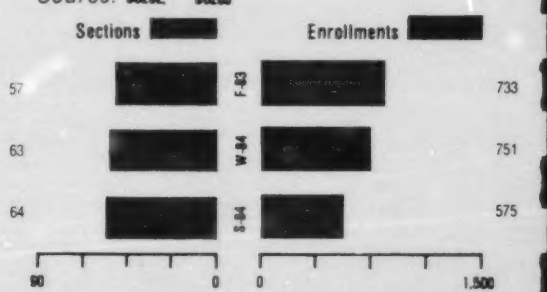
METHOD OF INSTRUCTION BY TERM

Source: S0295



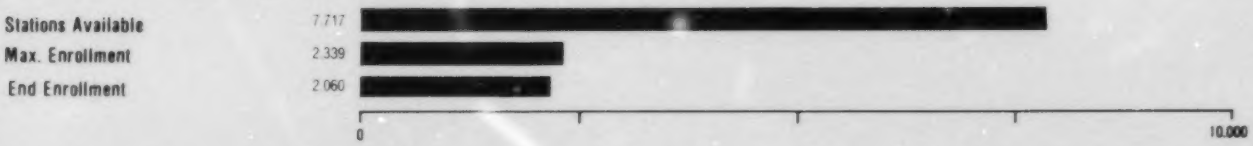
SECTIONS/ENROLLMENTS

Source: S0292, S0295



FACILITIES

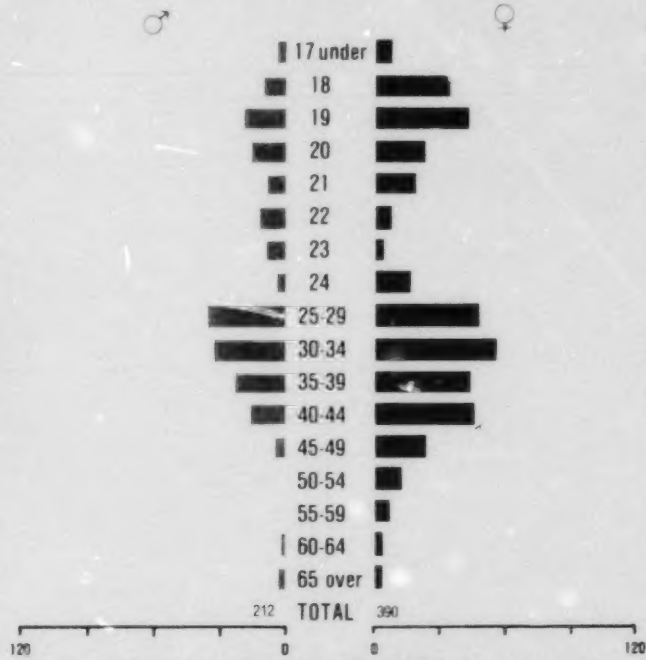
Source S0283, S0280



STUDENTS

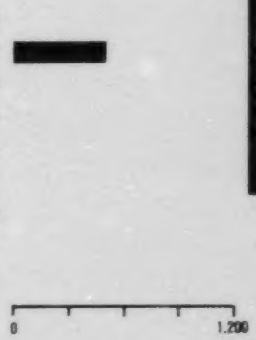
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



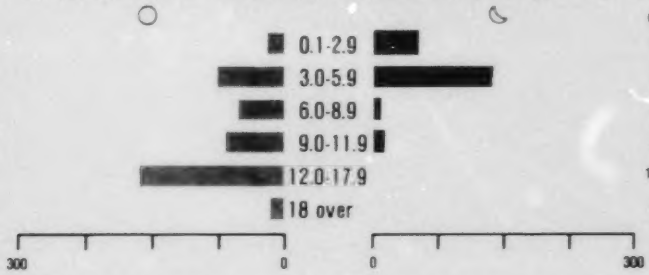
	♂	♀	○	☾	TOT	%
17 under	4	8	4	8	12	1.99
18	10	34	39	5	44	7.30
19	18	41	50	9	59	9.78
20	15	22	29	8	37	6.14
21	9	17	18	8	26	4.31
22	12	8	17	3	20	3.32
23	10	7	10	7	17	2.82
24	4	15	17	2	19	3.15
25-29	37	48	54	32	86	14.26
30-34	34	55	44	45	89	14.76
35-39	26	44	37	33	70	11.61
40-44	15	43	25	33	58	9.62
45-49	5	19	12	12	24	3.98
50-54	3	11	8	6	14	2.32
55-59	2	8	6	4	10	1.66
60-64	4	5	8	1	9	1.49
65 over	4	4	6	2	8	1.33

ETHNIC BREAKDOWN (Fall only)
Source: S0281



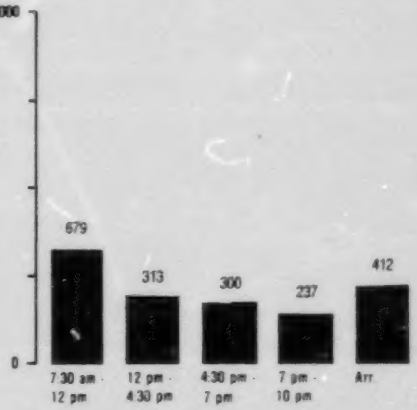
Hispanic	2%	13
White	95%	572
Black	1%	4
Am. Ind.	1%	6
Asian/P.I.	1%	5
Alaskan	—	1
Filipino	—	2
Other	—	—
Unknown	—	—

UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

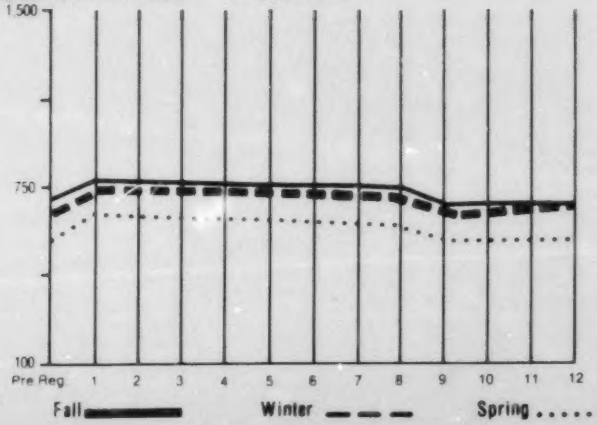


	○	%	☾	%	TOT	%
0.1-2.9	27	7.01	41	18.81	68	11.28
3.0-5.9	75	19.48	138	63.30	213	35.32
6.0-8.9	49	12.73	18	8.26	67	11.11
9.0-11.9	55	14.29	20	9.17	75	12.44
12.0-17.9	157	40.78	1	.46	158	26.20
18 over	22	5.71	—	—	22	3.65

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0280



ENROLLMENT BY WEEK Source: S0283



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall 603
Winter 568
Spring 483

The function of the English and Speech Departments at Columbia College is to assist students in using critical thinking and to improve their communication skills through courses emphasizing writing, reading, speaking, and listening; to teach an understanding of figurative as well as literal language; and to encourage appreciation of the written and spoken word. Writing and reading are the primary concerns of English composition courses; speaking and listening are the basis of Speech courses.

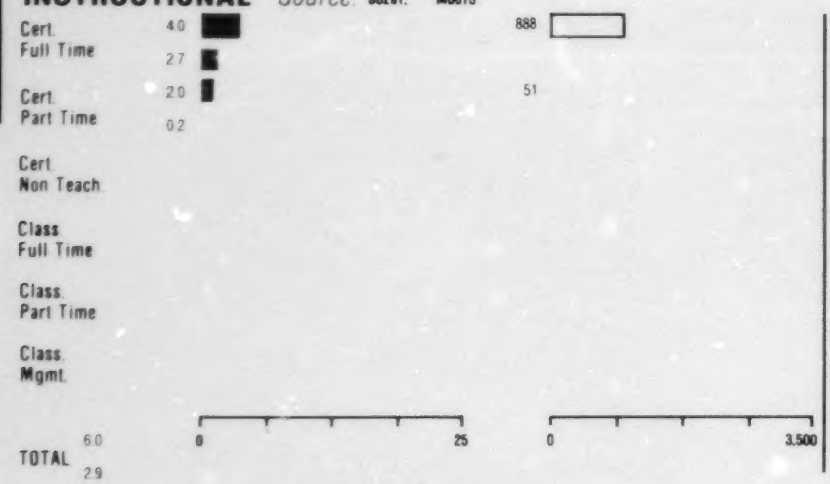
Every effort is made to provide a comprehensive program in the English and Speech Departments in order to meet the needs of both transfer and Associate degree students as well as the personal self-development needs of community persons.

STAFF

INDIVIDUAL FTE WSCH

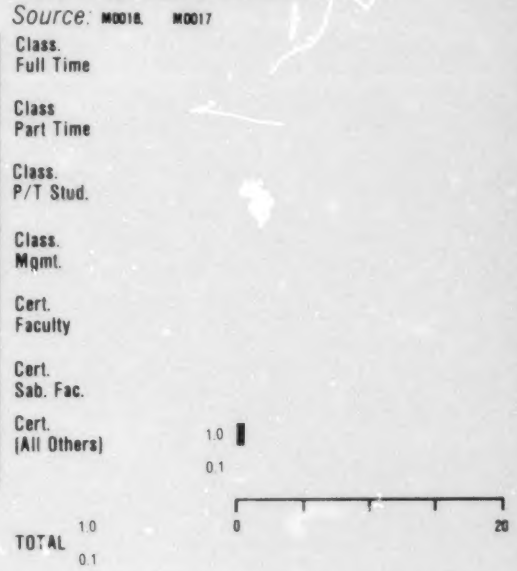
INSTRUCTIONAL

Source: S0291, M0015



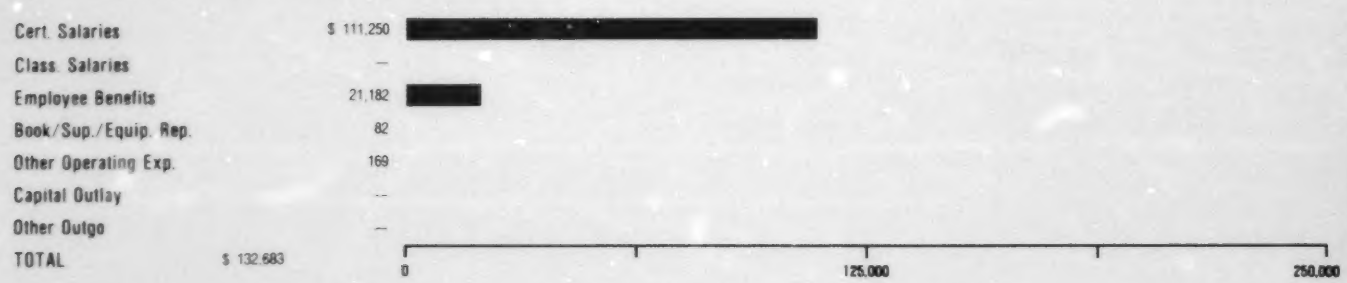
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

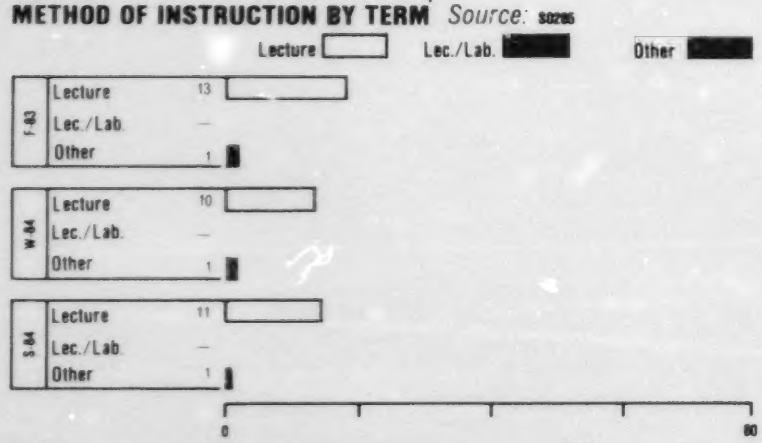
Source: M0010



SERVICES

METHOD OF INSTRUCTION BY TERM

Source: S0285

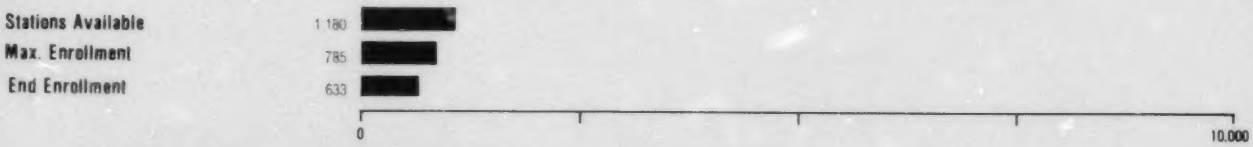


SECTIONS/ENROLLMENTS

Source: S0282, S0285

FACILITIES

Source: S0263, S0280

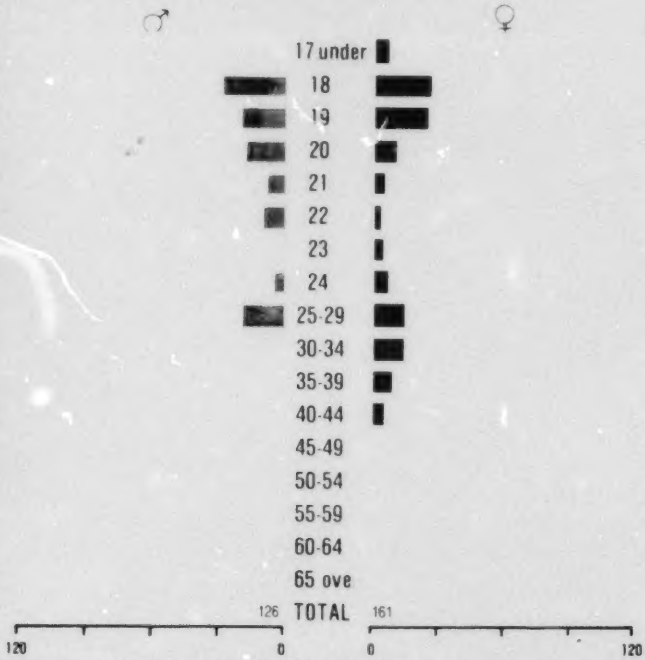


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



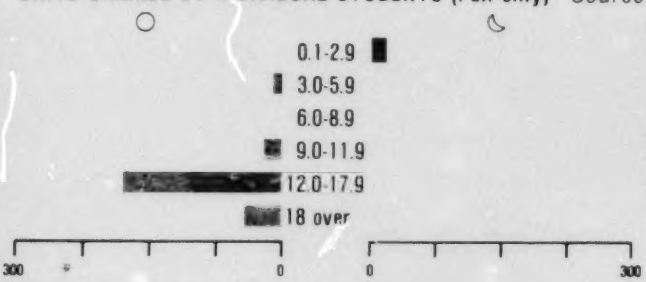
♂	♀	○	☾	TOT	%
2	6	5	3	8	2.79
32	31	62	1	63	21.95
19	29	45	3	48	16.72
16	11	25	2	27	9.41
9	7	15	1	16	5.57
10	5	13	2	15	5.23
2	6	7	1	8	2.79
5	8	10	3	13	4.53
19	18	31	6	37	12.89
3	18	15	6	21	7.32
3	11	6	8	14	4.88
2	8	7	3	10	3.48
3	1	3	1	4	1.39
—	—	—	—	—	—
—	2	2	—	2	.70
—	—	—	—	—	—
1	—	1	—	1	.35

ETHNIC BREAKDOWN (Fall only)

Source: S0281

UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

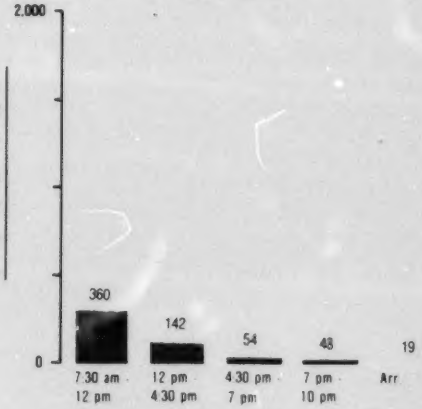
Source: S0281



○	%	☾	%	TOT	%
1	.40	19	47.50	20	6.97
10	4.05	12	30.00	22	7.67
4	1.62	5	12.50	9	3.14
18	7.29	4	10.00	22	7.67
179	72.47	—	—	179	62.37
35	14.17	—	—	35	12.20

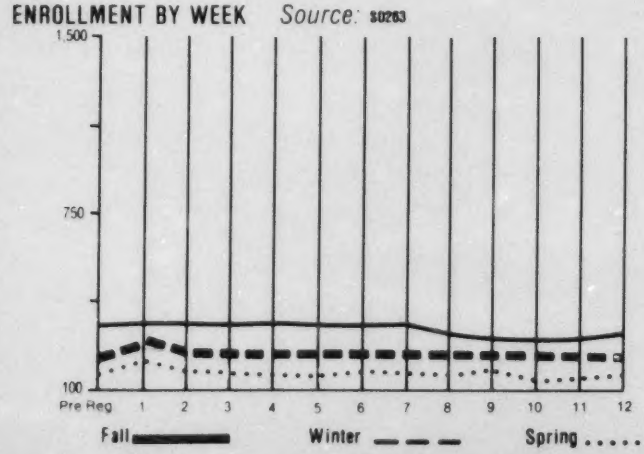
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 287
Winter 219
Spring 179

The disciplines which comprise the Fine Arts Unit at Columbia College provide courses and activities which meet the needs of a diverse student population. The staff makes every effort to help them more fully understand the art(s) in which they indicate an interest. Self-understanding, self-discipline, and self-expression are encouraged so that students may experience personal growth and fulfillment and use the program(s) as a foundation for a career or further studies. Course offerings in Art, Drama, Music, and Photography allow for all categories of participation in both lecture and activity-oriented instruction.

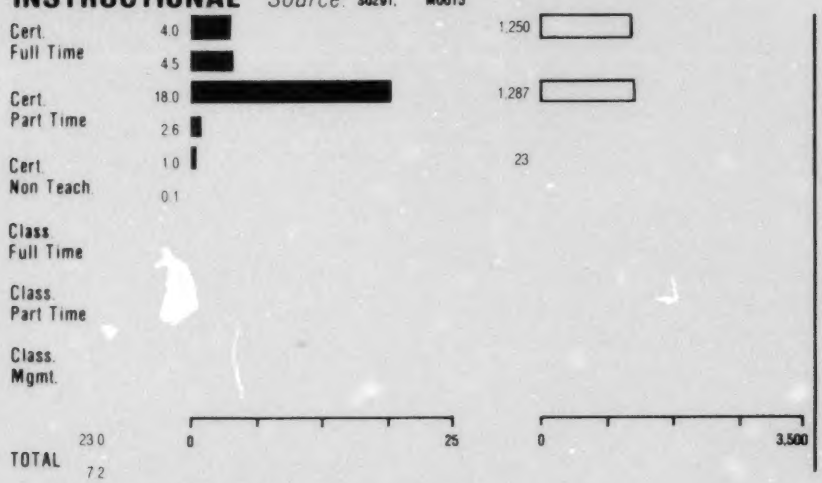
The Fine Arts discipline also plays a major role as a cultural resource for the college and the community through musical and dramatic performances and art and photography shows.

STAFF

INDIVIDUAL FTE WSCH

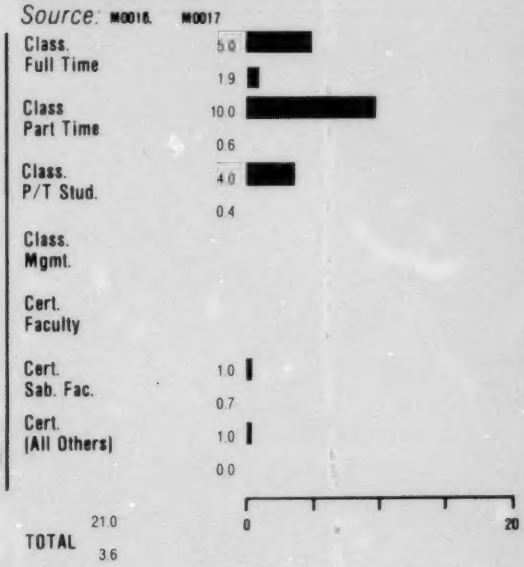
INSTRUCTIONAL

Source: S0291, M0015



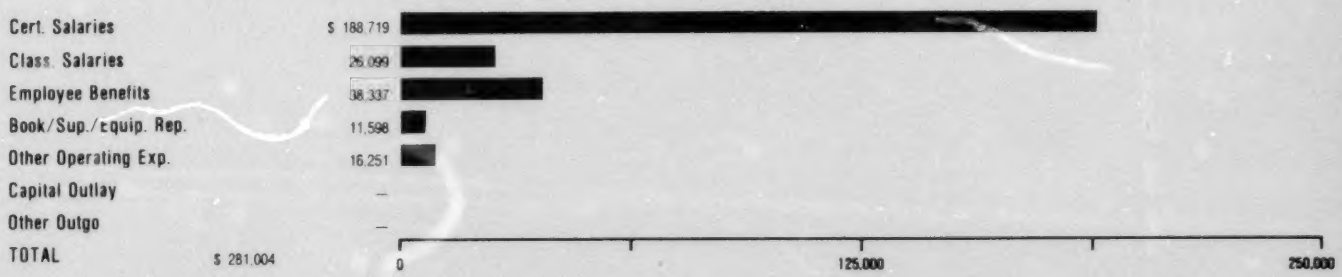
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

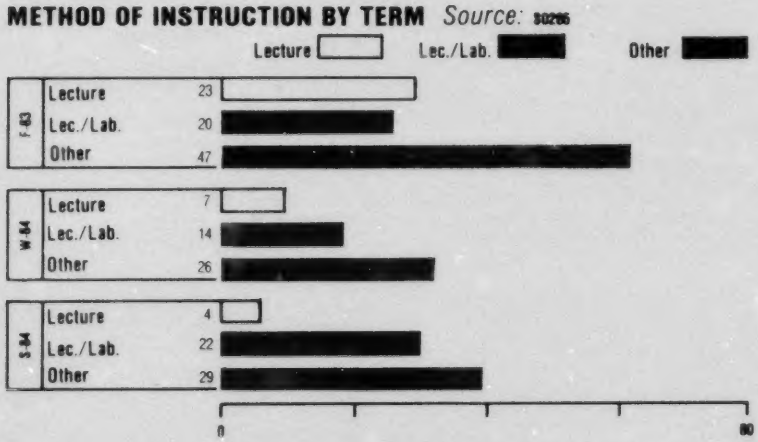
Source: M0010



SERVICES

METHOD OF INSTRUCTION BY TERM

Source: S0286



SECTIONS/ENROLLMENTS

Source: S0282, S0286

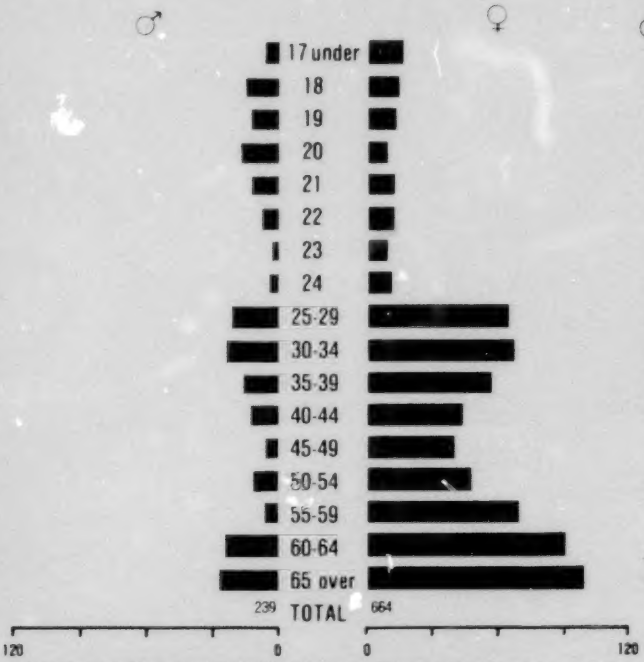
FACILITIES

Source: S0263, S0280

STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) *Source:* S0281



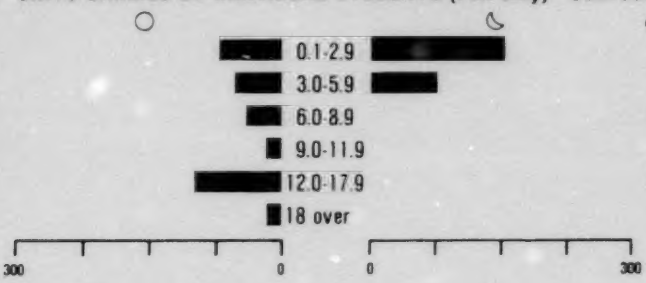
	♂	♀	○	☾	TOT	%
17 under	9	17	13	13	26	2.85
18	17	16	28	5	33	3.62
19	12	14	24	2	26	2.85
20	17	9	22	4	26	2.85
21	10	11	19	4	23	2.52
22	7	10	14	3	17	1.87
23	4	9	8	5	13	1.43
24	5	11	9	7	16	1.76
25-29	23	61	51	33	84	9.22
30-34	23	64	45	42	87	9.55
35-39	15	56	45	27	72	7.90
40-44	12	42	25	29	54	5.93
45-49	8	37	28	17	45	4.94
50-54	10	45	29	26	55	6.04
55-59	8	67	54	22	76	8.34
60-64	29	94	96	28	124	13.61
65 over	29	100	102	30	132	14.49

ETHNIC BREAKDOWN (Fall only)

Source: S0281

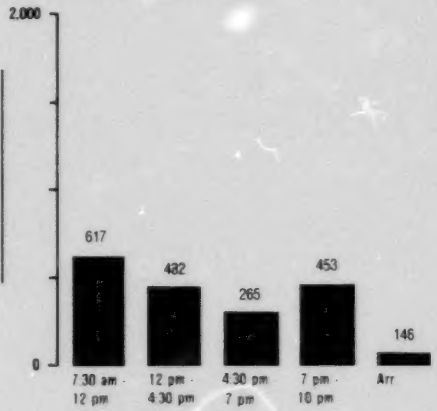
Hispanic	2%	16
White	97%	886
Black	—	—
Am. Ind.	—	3
Asian/P.I.	1%	5
Alaskan	—	1
Filipino	—	—
Other	—	—
Unknown		

UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) *Source:* S0281

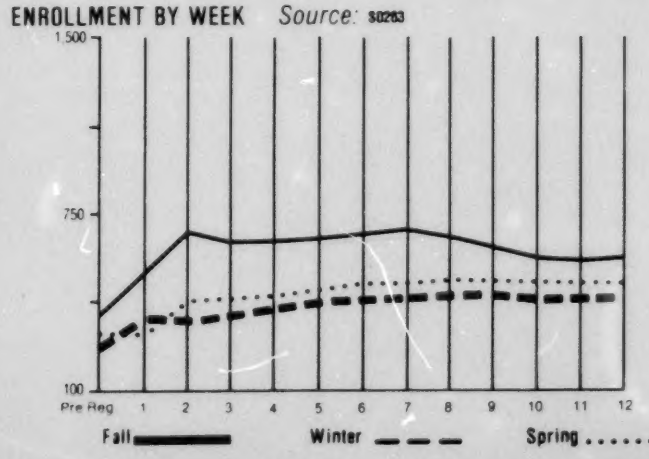


	○	%	☾	%	TOT	%
0.1-2.9	78	22.35	156	64.73	234	39.66
3.0-5.9	68	19.48	75	31.12	143	24.24
6.0-8.9	56	16.05	10	4.15	66	11.19
9.0-11.9	27	7.74	—	—	27	4.58
12.0-17.9	94	26.93	—	—	94	15.93
18 over	26	7.45	—	—	26	4.41

ENROLLMENTS BY TIME OF DAY (Total Year) *Source:* S0286



ENROLLMENT BY WEEK *Source:* S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall	911
Winter	399
Spring	385

Offerings in the Natural Sciences and Mathematics at Columbia College are designed to prepare students for transfer to four-year colleges, meet Associate degree requirements, assist in preparing students for employment and in upgrading job skills, and to provide opportunities for lifelong learning in the disciplines of Biology, Chemistry, Earth Sciences, Physics, and Mathematics. The staff is committed to the belief that each discipline is an important aspect of the general education of all students so that they may live more informed and productive lives.

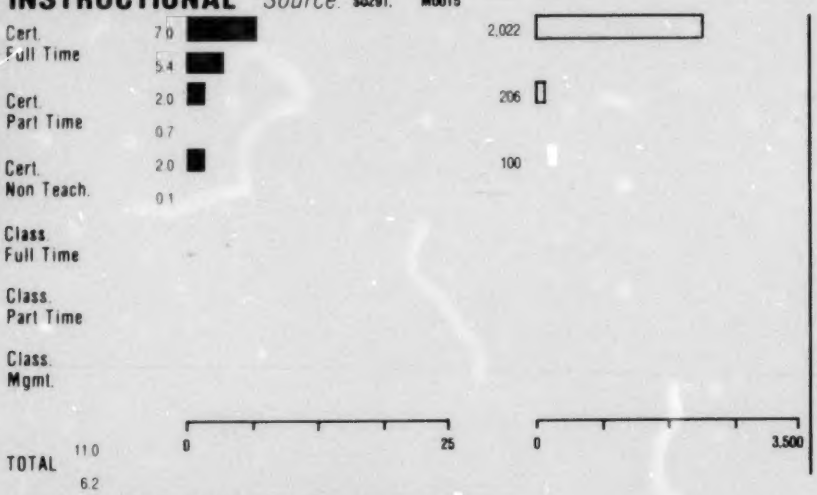
New courses, activities, and formats continue to be explored and developed. Such innovations come as a result of perceived need by instructors in the discipline, changes in the academic field, or requests from students or community members.

STAFF

INDIVIDUAL FTE WSCH

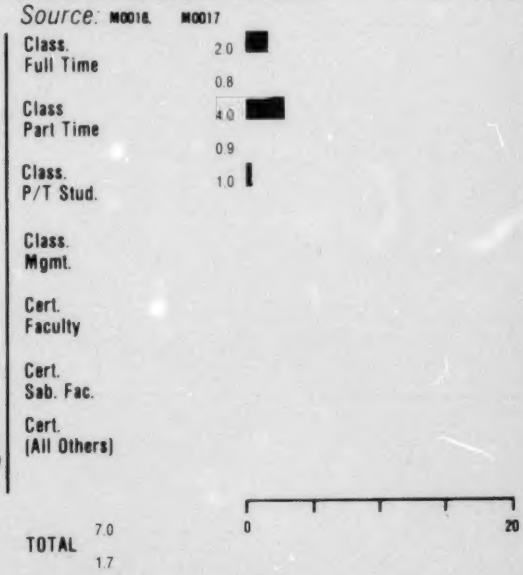
INSTRUCTIONAL

Source: S0291, M0015



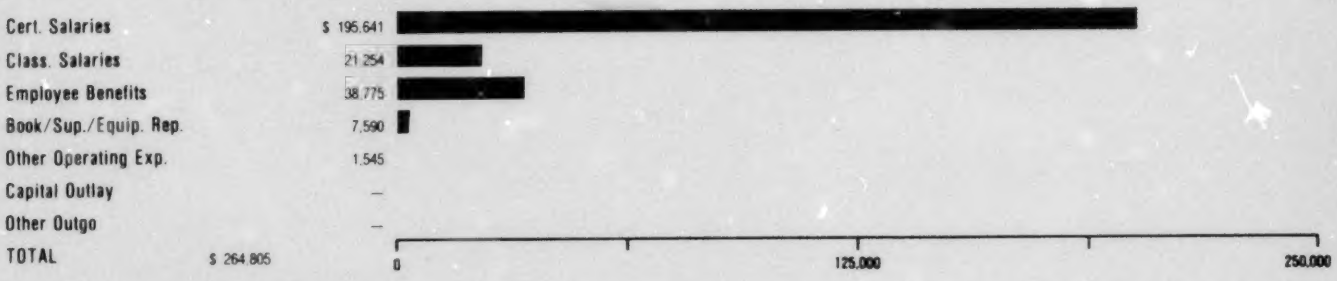
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

Source: M0010

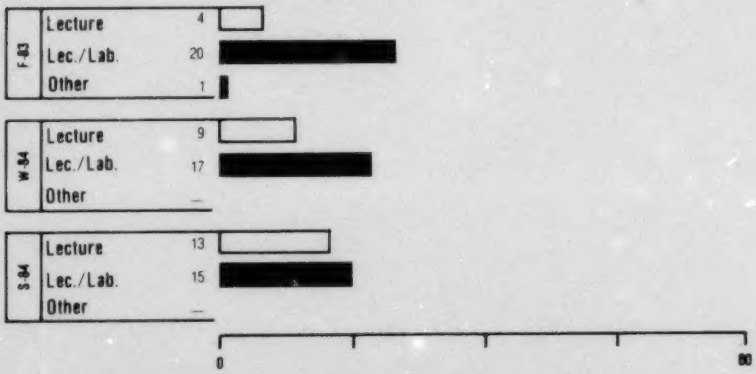


SERVICES

METHOD OF INSTRUCTION BY TERM

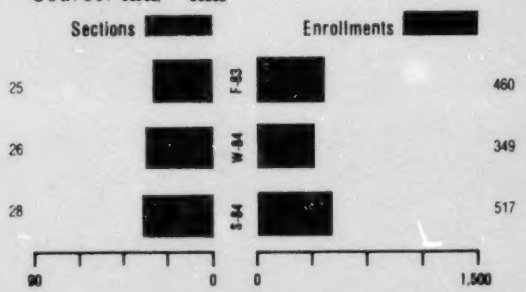
Source: S0286

Lecture Lec./Lab. Other



SECTIONS/ENROLLMENTS

Source: S0282, S0286



FACILITIES

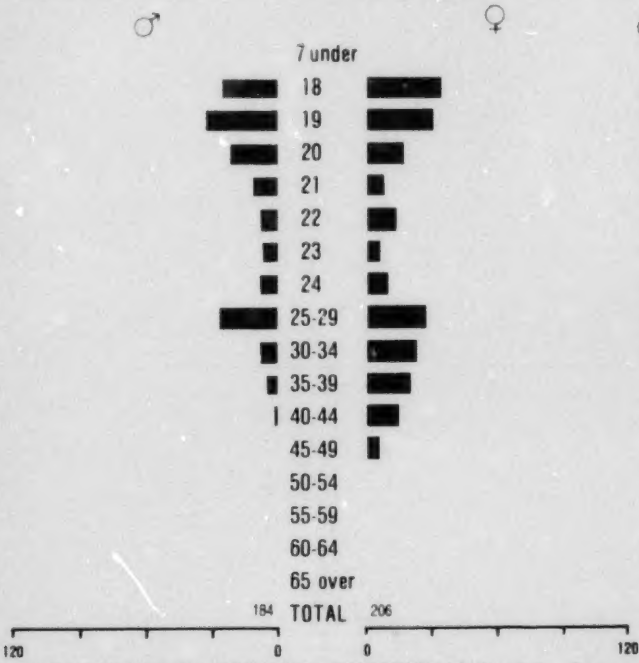
Source: S0263, S0280

STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281



	♂	♀	○	☾	TOT	%
7 under	2	4	1	5	6	1.53
18	28	32	60	—	60	15.35
19	34	29	61	2	63	16.11
20	20	13	32	1	33	8.44
21	10	7	16	1	17	4.35
22	7	10	15	2	17	4.35
23	8	6	13	1	14	3.58
24	8	8	16	—	16	4.09
25-29	31	27	54	5	59	15.09
30-34	11	24	32	3	35	8.95
35-39	9	18	26	1	27	6.91
40-44	6	14	18	2	20	5.12
45-49	4	6	9	1	10	2.56
50-54	1	4	3	2	5	1.28
55-59	—	2	2	—	2	.51
60-64	—	1	1	—	1	.26
65 over	5	1	5	1	6	1.53

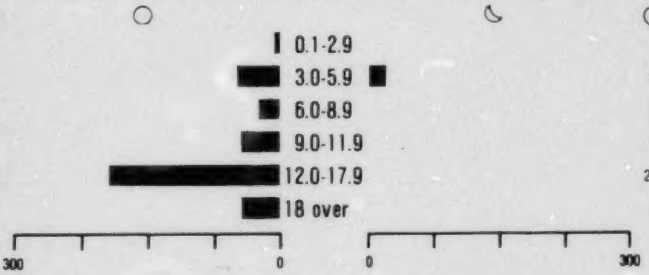
ETHNIC BREAKDOWN (Fall only)

Source: S0281

Hispanic	4%	15
White	92%	361
Black	2%	6
Am. Ind.	1%	5
Asian/P.I.	1%	4
Alaskan	—	—
Filipino	—	—
Other	—	—
Unknown	—	—

UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

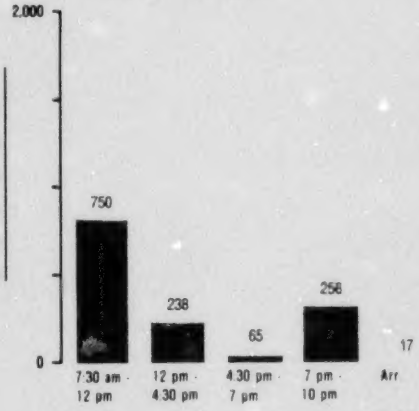
Source: S0281



	○	%	☾	%	TOT	%
0.1-2.9	11	3.02	—	—	11	2.81
3.0-5.9	41	11.26	18	66.67	59	15.09
6.0-8.9	25	6.87	6	22.22	31	7.93
9.0-11.9	42	11.54	2	7.41	44	11.25
12.0-17.9	202	55.49	1	3.70	203	51.92
18 over	43	11.81	—	—	43	11.00

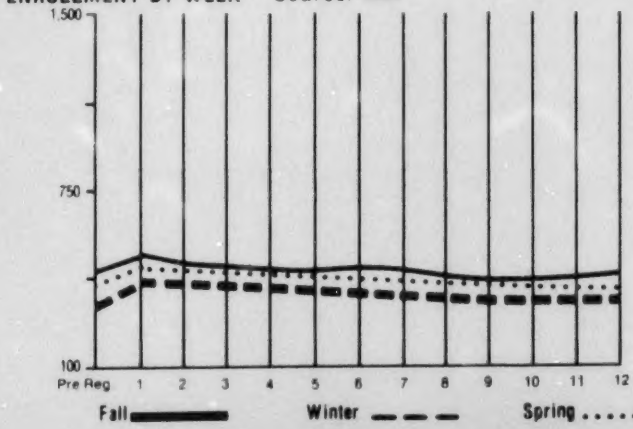
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall	391
Winter	313
Spring	446

The function of the Columbia College Health Occupations Department is to serve the health care needs of the community by providing instruction in safety and first aid, cardio-pulmonary resuscitation, emergency medical technician training and by preparing students for employment as licensed vocational nurses. Students may then continue on in the health care field either in a specialty area or advance in the nursing field.

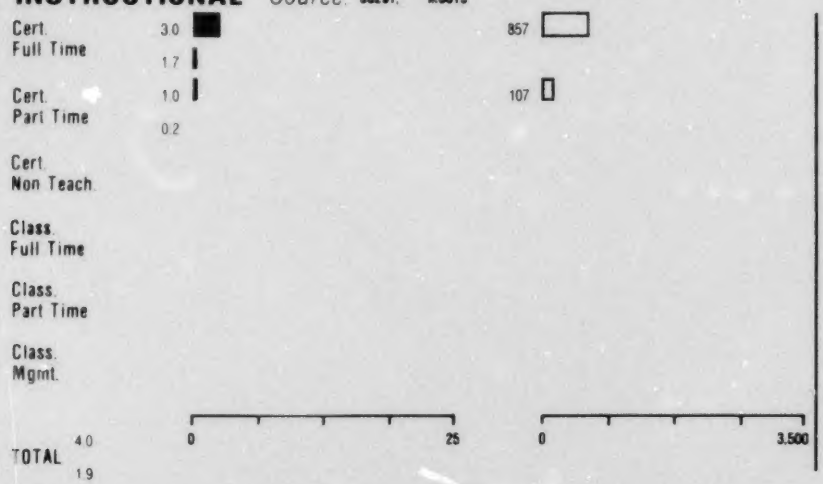
The four-quarter Vocational Nursing program is designed to prepare students so they may take the State Vocational Nursing Board examination to qualify as Licensed Vocational Nurses performing services requiring manual skills practiced under the direction of a registered nurse or licensed physician.

STAFF

INDIVIDUAL FTE WSCH

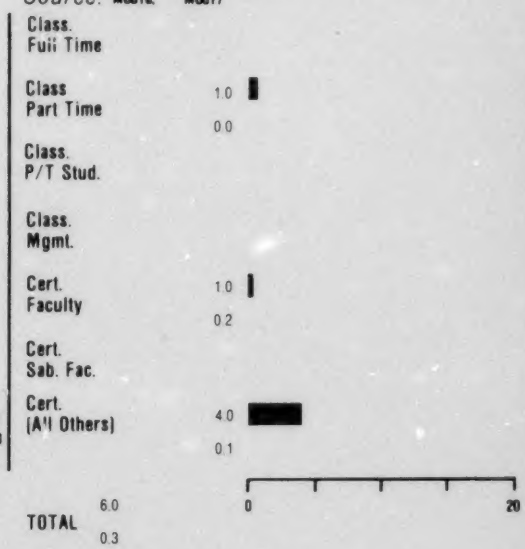
INSTRUCTIONAL

Source: S0291, M0015



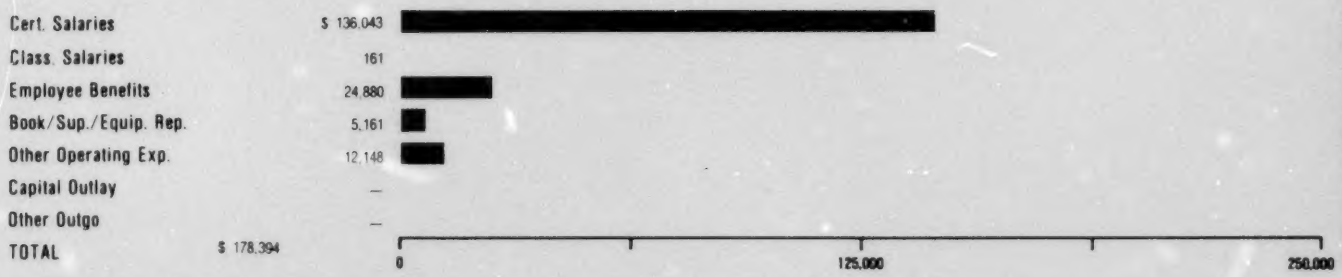
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

Source: M0010

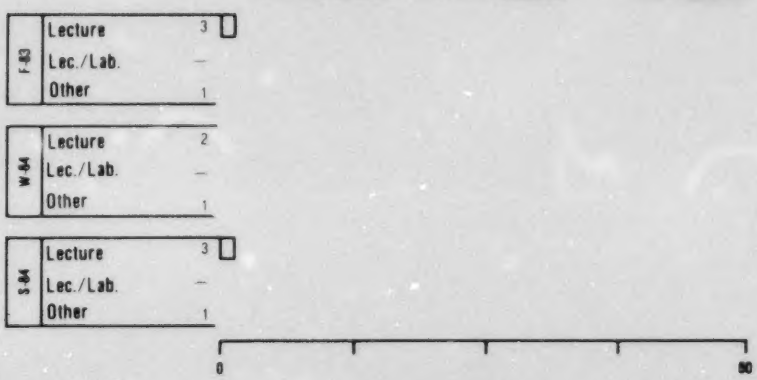


SERVICES

METHOD OF INSTRUCTION BY TERM

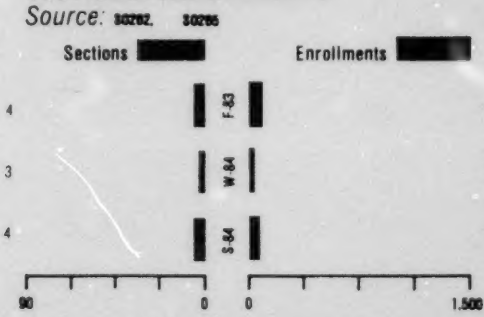
Source: S0286

Lecture Lec./Lab. Other



SECTIONS/ENROLLMENTS

Source: S0282, S0286



FACILITIES

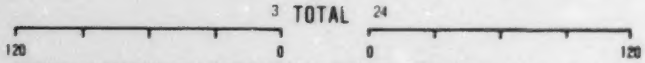
Source: S0283, S0280

STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

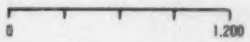
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

	♂	♀	○	☾	TOT	%
17 under	–	–	–	–	–	–
18	–	–	–	–	–	–
19	–	–	–	–	–	–
20	–	3	3	–	3	11.11
21	–	–	–	–	–	–
22	–	–	–	–	–	–
23	1	–	1	–	1	3.70
24	–	2	2	–	2	7.41
25-29	1	5	6	–	6	22.22
30-34	1	10	11	–	11	40.74
35-39	–	2	2	–	2	7.41
40-44	–	2	2	–	2	7.41
45-49	–	–	–	–	–	–
50-54	–	–	–	–	–	–
55-59	–	–	–	–	–	–
60-64	–	–	–	–	–	–
65 over	–	–	–	–	–	–
TOTAL	3	24				



ETHNIC BREAKDOWN (Fall only) Source: S0281

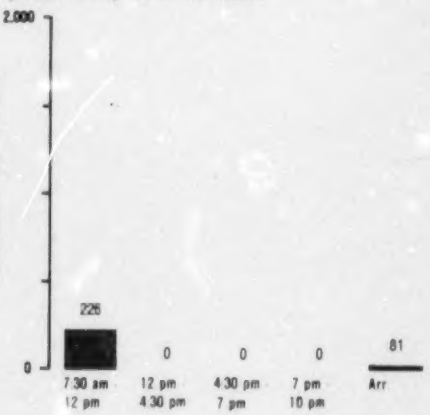
Hispanic	7%	2
White	89%	24
Black	–	–
Am. Ind.	4%	1
Asian/P.I.	–	–
Alaskan	–	–
Filipino	–	–
Other	–	–
Unknown	–	–



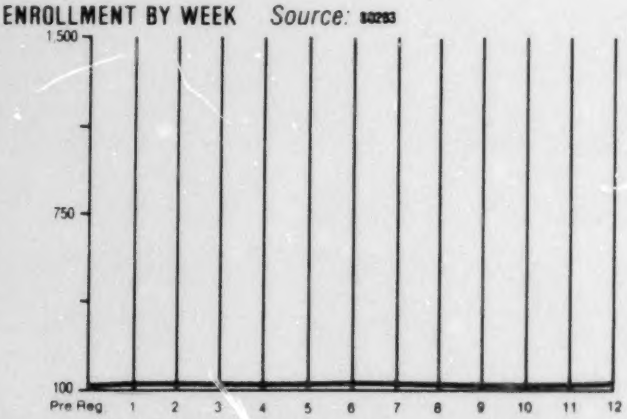
UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

	○	%	☾	%	TOT	%
0.1-2.9	–	–	–	–	–	–
3.0-5.9	–	–	–	–	–	–
6.0-8.9	–	–	–	–	–	–
9.0-11.9	–	–	–	–	–	–
12.0-17.9	–	–	–	–	–	–
18 over	27	100	–	–	27	100

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0286



ENROLLMENT BY WEEK Source: S0283



TOTAL INDIVIDUALS ENROLLED
Source: S0281

Fall	27
Winter	41
Spring	32

The Physical Education program is designed to provide each student the opportunity to improve the mental and physical foundations of good health, to teach skills and knowledge to aid the individual in making worthy use of leisure time, and to provide a comprehensive program to meet transfer and Associate degree requirements.

Instruction is offered in three main areas: health and fitness education, physical education and recreation, and dance.

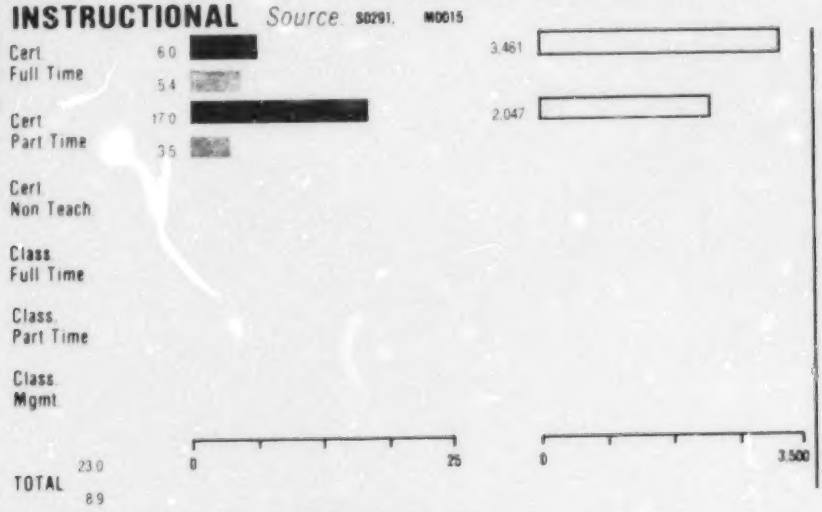
The department staff strives to provide an environment in which each individual may pursue self-discovery, self-development, self-direction, and self-discipline through physical education.

STAFF

INDIVIDUAL FTE WSCH

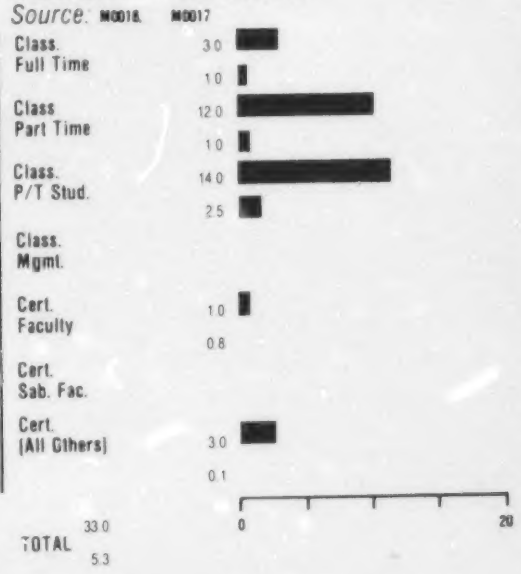
INSTRUCTIONAL

Source: S0291, M0015



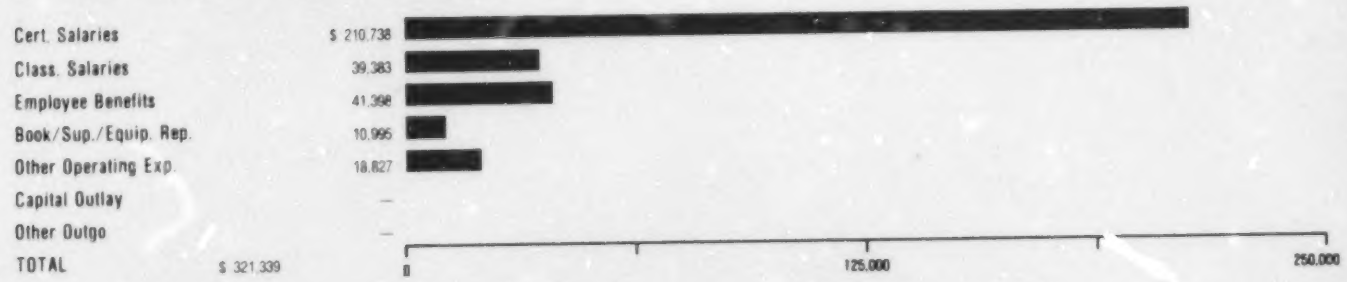
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

Source: M0010

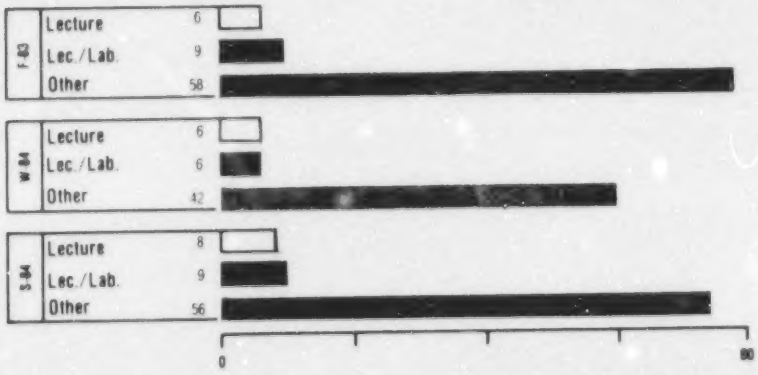


SERVICES

METHOD OF INSTRUCTION BY TERM

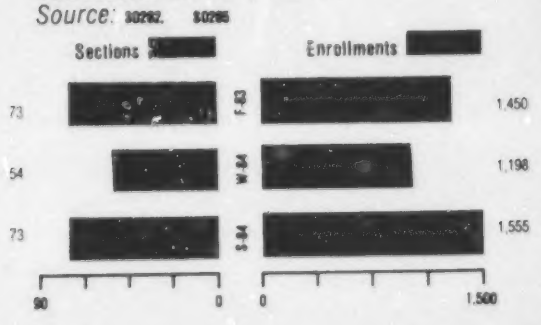
Source: S0285

Lecture Lec./Lab. Other



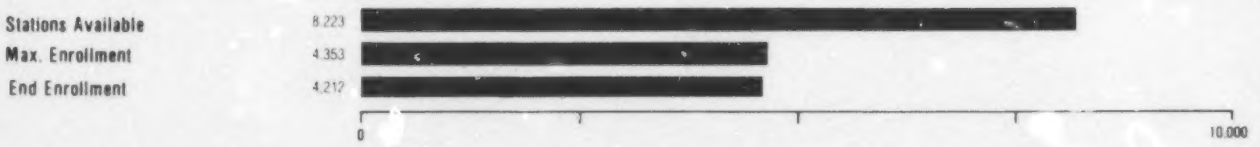
SECTIONS/ENROLLMENTS

Source: S0292, S0285



FACILITIES

Source: S0253, S0280

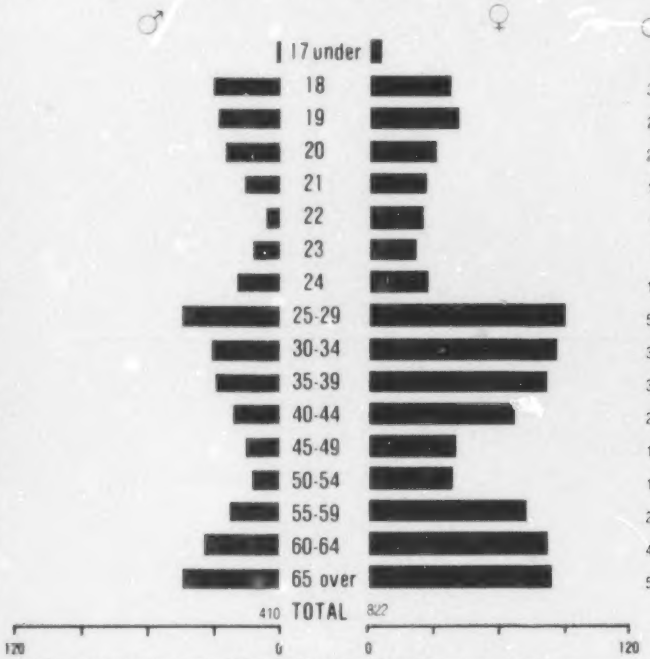


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

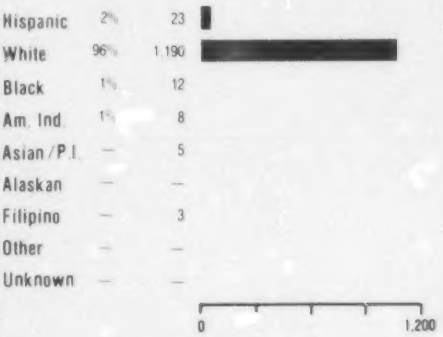
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	4	9	7	6	13	1.05
18	30	39	65	4	69	5.56
19	28	42	65	5	70	5.64
20	2	27	39	9	48	3.87
21	11	22	27	6	33	2.66
22	5	18	19	4	23	1.85
23	9	14	16	7	23	1.85
24	14	26	27	14	41	3.30
25-29	56	94	79	72	151	12.17
30-34	35	92	83	44	127	10.23
35-39	36	77	62	51	113	9.11
40-44	20	57	45	33	78	6.29
45-49	13	33	30	16	46	3.71
50-54	11	33	30	16	46	3.71
55-59	21	71	85	8	93	7.49
60-64	40	82	114	11	125	10.07
65 over	56	86	137	5	142	11.44

ETHNIC BREAKDOWN (Fall only)

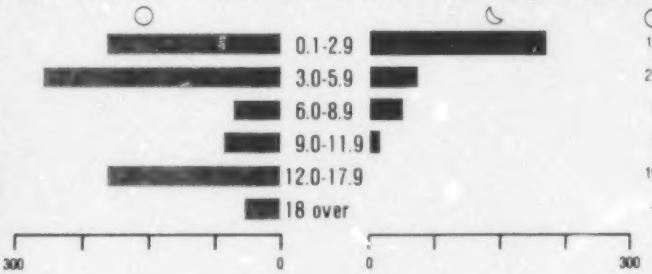
Source: S0281



Hispanic	2%	23
White	96%	1,190
Black	1%	12
Am. Ind.	1%	8
Asian/P.I.	—	5
Alaskan	—	—
Filipino	—	3
Other	—	—
Unknown	—	—

UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

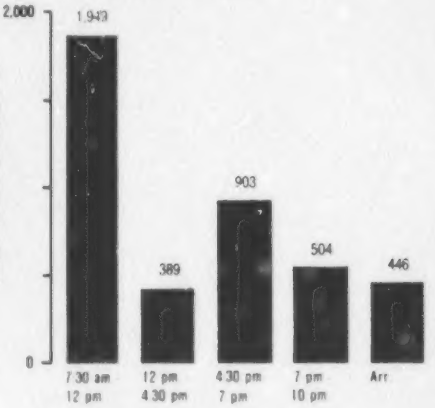
Source: S0281



Units	○	%	☾	%	TOT	%
0.1-2.9	195	23.72	206	66.45	401	35.42
3.0-5.9	276	33.58	54	17.42	330	29.15
6.0-8.9	51	6.20	31	10.00	82	7.24
9.0-11.9	56	6.81	19	6.13	75	6.63
12.0-17.9	199	24.21	—	—	199	17.58
18 over	45	5.47	—	—	45	3.98

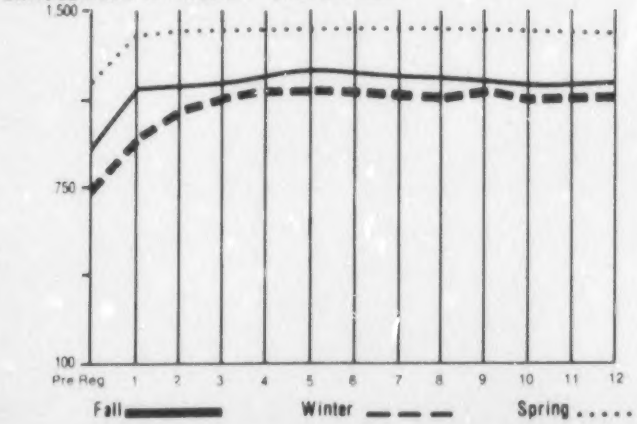
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0256



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 1,241
Winter 1,044
Spring 1,326

The function of the Social Sciences Unit is to prepare students for transfer to four-year colleges, meet Associate degree requirements, and make provisions for lifelong educational development. The Social Sciences Unit is comprised of the disciplines of Anthropology, Geography, History, Humanities, Philosophy, Political Science, Psychology, and Sociology. Programs are designed to provide offerings which enable students to appreciate and understand differing viewpoints, thereby enhancing a more productive life. Because of the inherent high interest of many of the specialized classes offered in the various disciplines, community members often take advantage of these opportunities for continuing education.

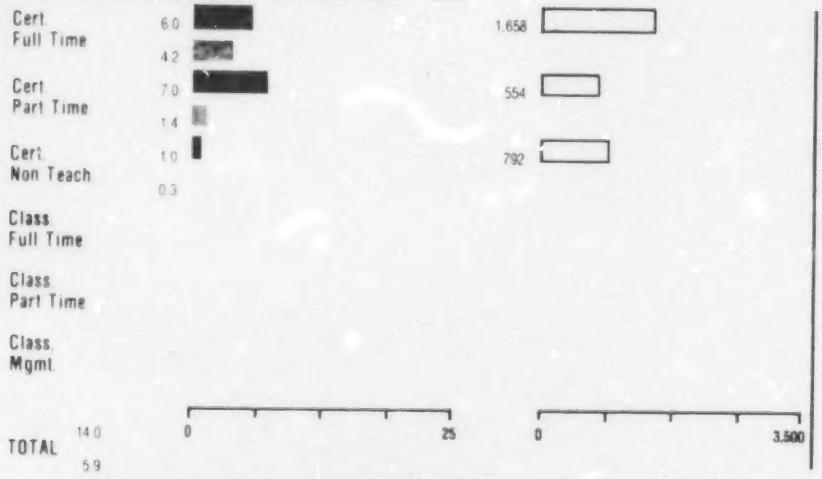
New courses, activities, and formats continue to be explored and developed as the result of perceived need by instructors, changes in academic or professional requirements, or requests from students or community members.

STAFF

INDIVIDUAL FTE WSCH

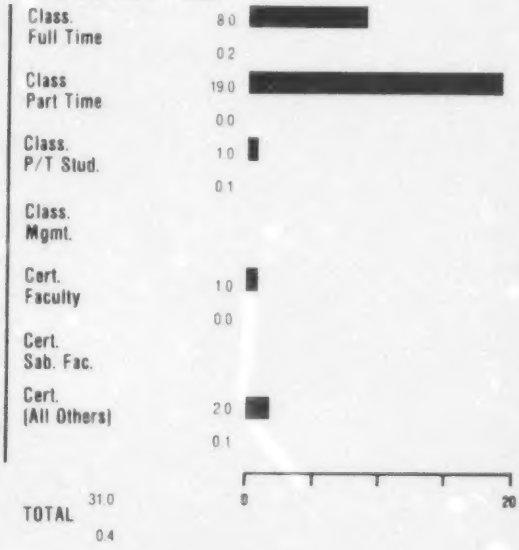
INSTRUCTIONAL

Source: S0291, M0015



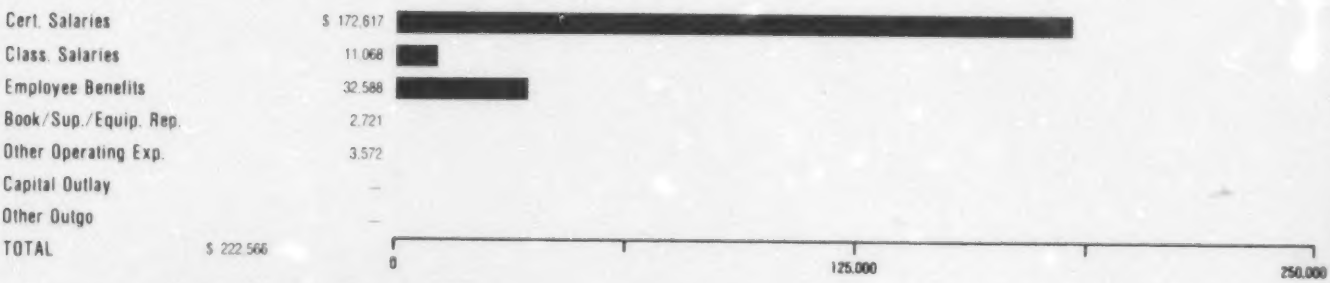
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

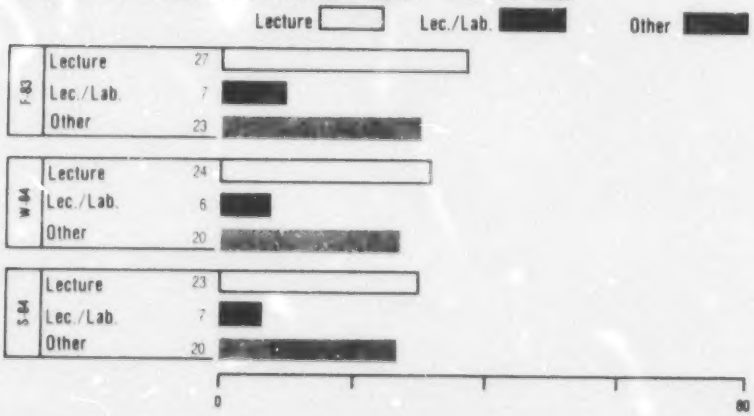
Source: M0010



SERVICES

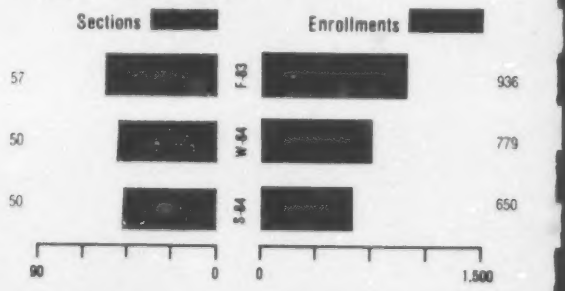
METHOD OF INSTRUCTION BY TERM

Source: S0265



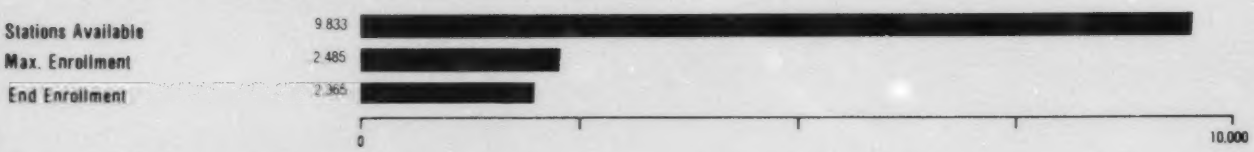
SECTIONS/ENROLLMENTS

Source: S0262, S0265



FACILITIES

Source: S0253, S0280

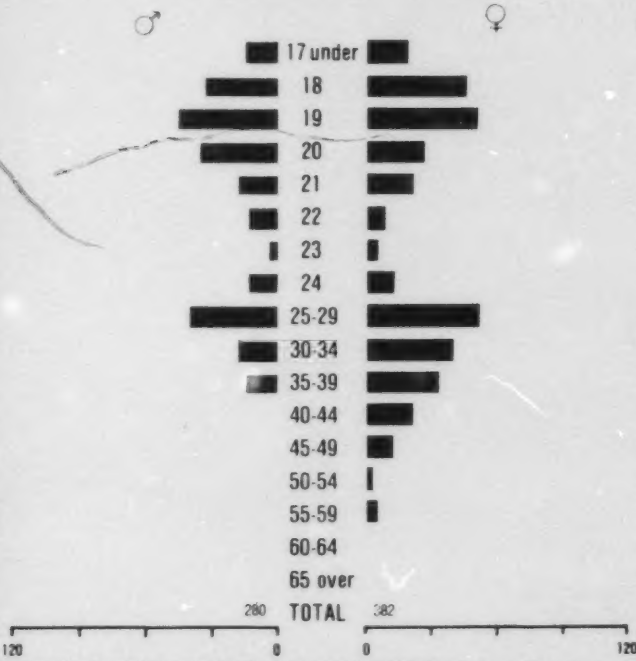


STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

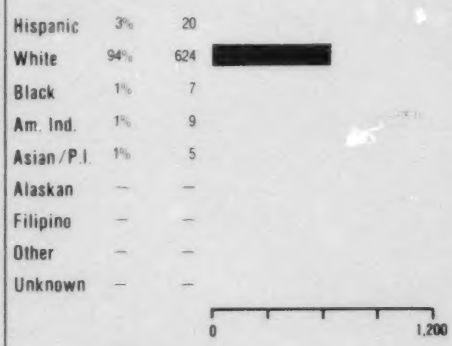
Source: S0281



	♂	♀	○	☾	TOT	%
17 under	14	19	18	15	33	4.96
18	34	48	74	8	82	12.33
19	46	50	92	4	96	14.44
20	36	27	58	5	63	9.47
21	22	22	39	6	45	6.77
22	14	16	27	3	30	4.51
23	8	13	14	7	21	3.16
24	15	15	28	3	31	4.66
25-29	39	44	70	14	84	12.63
30-34	21	40	53	8	61	9.17
35-39	16	32	41	7	48	7.22
40-44	4	23	23	4	27	4.06
45-49	5	13	15	3	18	2.71
50-54	2	6	6	2	8	1.20
55-59	—	8	8	—	8	1.20
60-64	2	2	4	—	4	.60
65 over	2	4	6	—	6	.90

ETHNIC BREAKDOWN (Fall only)

Source: S0281



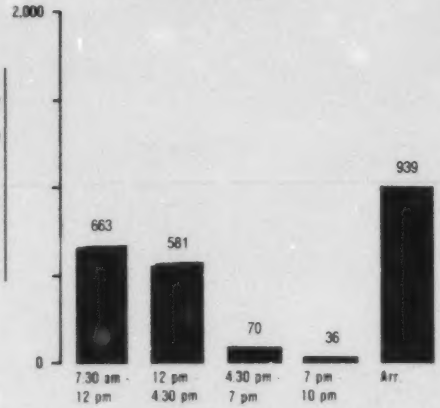
UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

Source: S026:

	○	%	☾	%	TOT	%
0.1-2.9	25	4.34	24	26.97	49	7.37
3.0-5.9	73	12.67	40	44.94	113	16.99
6.0-8.9	58	10.07	5	5.62	63	9.47
9.0-11.9	62	10.76	20	22.47	82	12.33
12.0-17.9	303	52.60	—	—	303	45.56
18 over	55	9.55	—	—	55	8.27

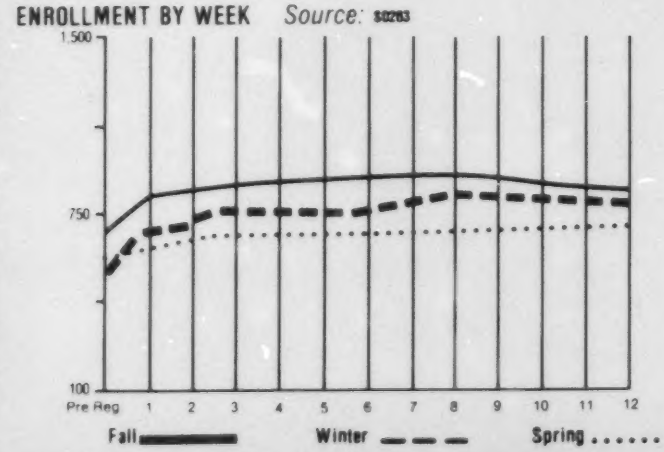
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0266



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 665
Winter 542
Spring 454

Offerings in the Trade and Technical Unit at Columbia College are designed to provide entry-level pre-employment training in the areas of Auto Technology, Forestry and Natural Resources, Fire Technology, Hospitality Management, Search and Rescue, and Welding. The courses are also designed to meet transfer and Associate degree requirements as well as to prepare students for certification. In-service training for individuals already employed and retraining for those returning to the work field are integral parts of the function of this Unit.

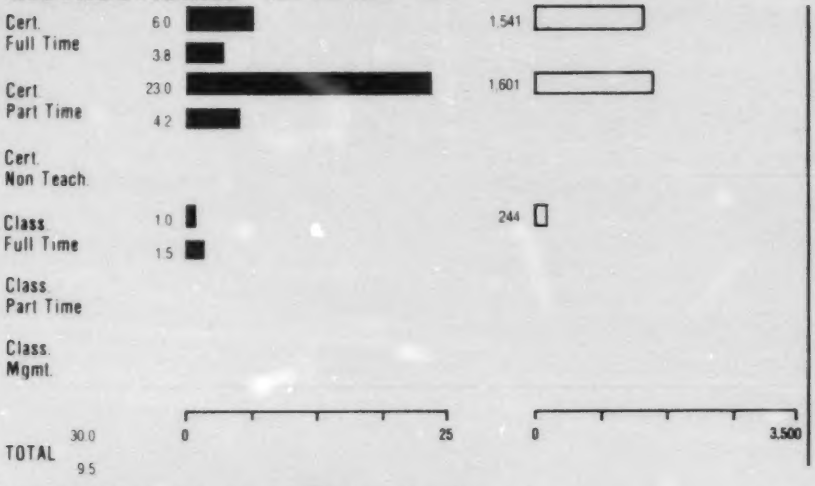
Instructors work closely with advisory committees composed of persons in local industry to be sure that courses accurately reflect practices and procedures used in industry as well as meeting the needs of industry.

STAFF

INDIVIDUAL FTE WSCH

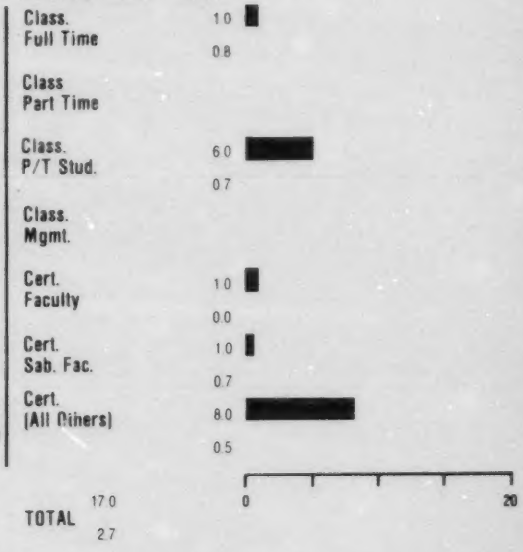
INSTRUCTIONAL

Source: S0291, M0015



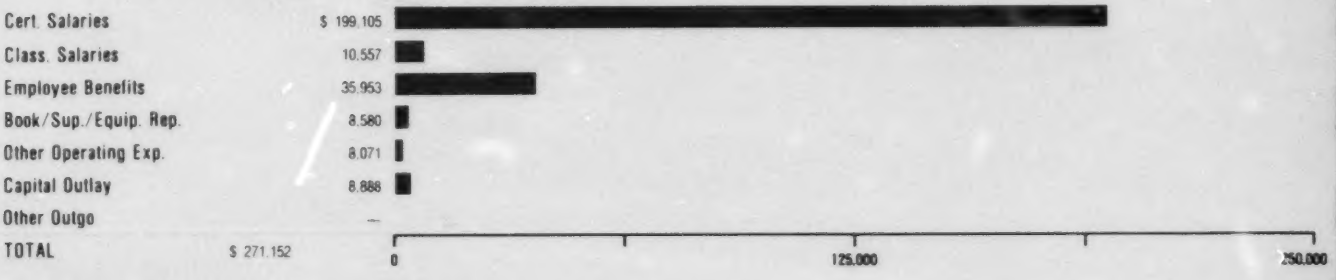
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

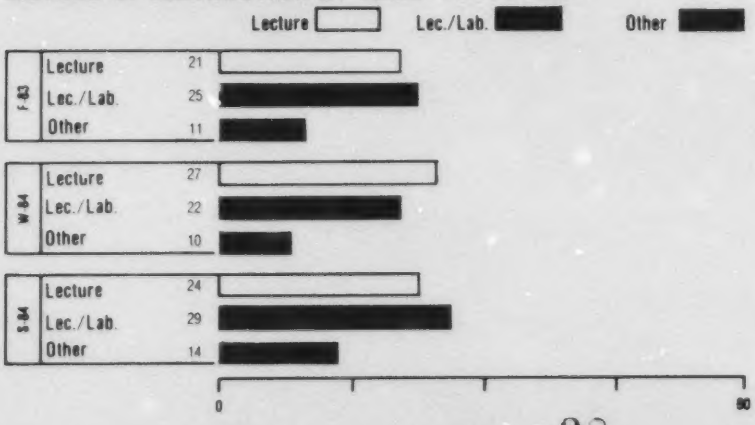
Source: M0010



SERVICES

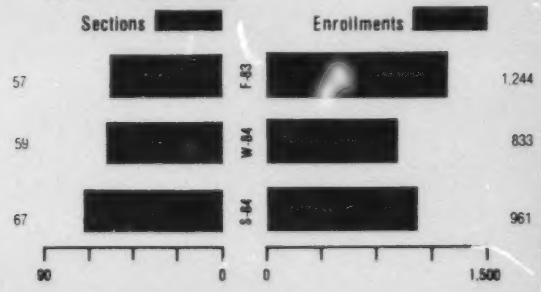
METHOD OF INSTRUCTION BY TERM

Source: S0295



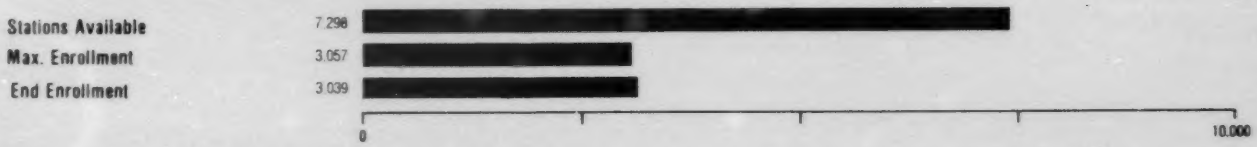
SECTIONS/ENROLLMENTS

Source: S0282, S0295



FACILITIES

Source: S0263, S0280

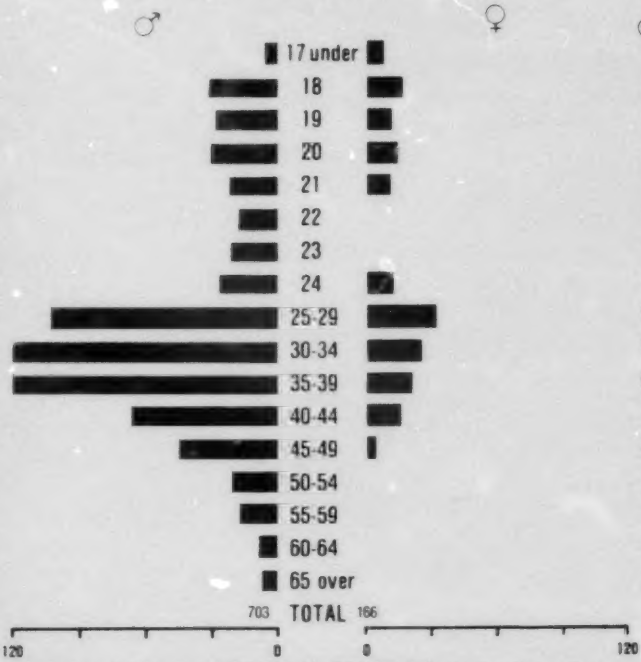


STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

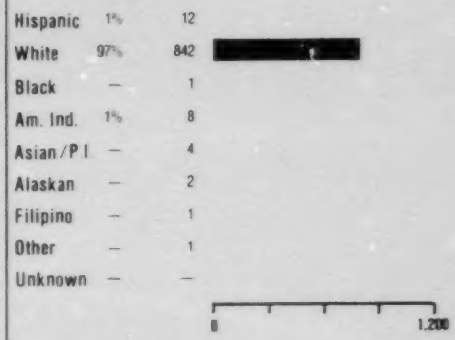
Source: S0281



	♂	♀	○	☾	TOT	%
17 under	7	2	5	4	9	1.03
18	36	15	40	11	51	5.86
19	31	11	32	10	42	4.82
20	31	12	35	8	43	4.94
21	18	10	22	6	28	3.21
22	16	3	13	6	19	2.18
23	17	3	14	6	20	2.30
24	26	9	19	16	35	4.02
25-29	111	29	106	35	141	16.19
30-34	122	25	102	46	148	16.99
35-39	122	21	102	41	143	16.42
40-44	72	14	59	27	86	9.87
45-49	39	6	29	16	45	5.17
50-54	18	3	13	8	21	2.41
55-59	16	2	8	10	18	2.07
60-64	10	1	1	10	11	1.26
65 over	10	—	4	6	10	1.15

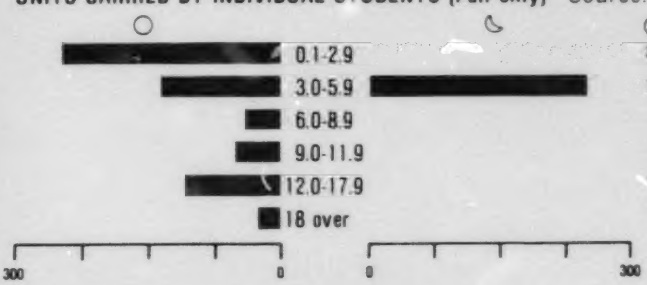
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

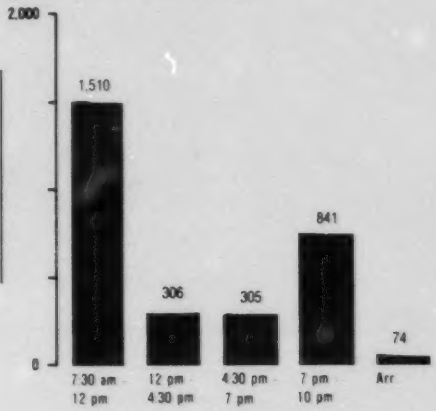
Source: S0281



	○	%	☾	%	TOT	%
0.1-2.9	245	40.50	10	3.76	255	29.28
3.0-5.9	136	22.48	243	91.35	379	43.51
6.0-8.9	36	5.95	12	4.51	48	5.51
9.0-11.9	40	6.61	1	.38	41	4.71
12.0-17.9	122	[illegible]	—	—	122	14.01
18 over	26	4.30	—	—	26	2.99

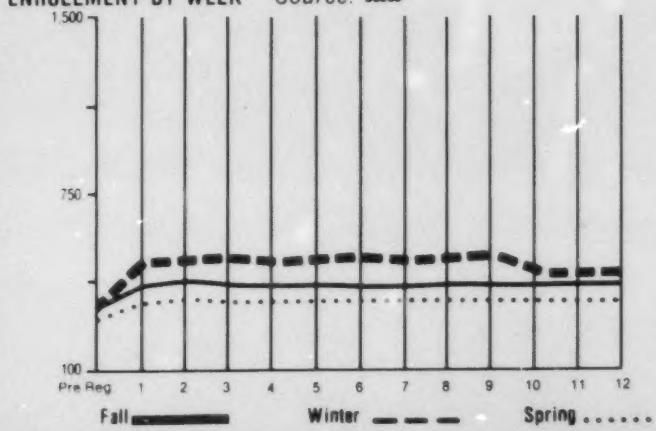
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0298



ENROLLMENT BY WEEK

Source: S0263



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall	871
Winter	577
Spring	788

The Community Services Program is designed to offer classes not generally supported by State funds and to expand the cultural activities of the community. These purposes are achieved by: offering fee-based classes which cannot be part of the standard college curriculum, making campus facilities available to community groups for special meetings and programs, and sponsoring cultural programs not currently available in the area.

Although it is largely a self-supporting activity, a special budget is supported by the District to insure the success of the program.

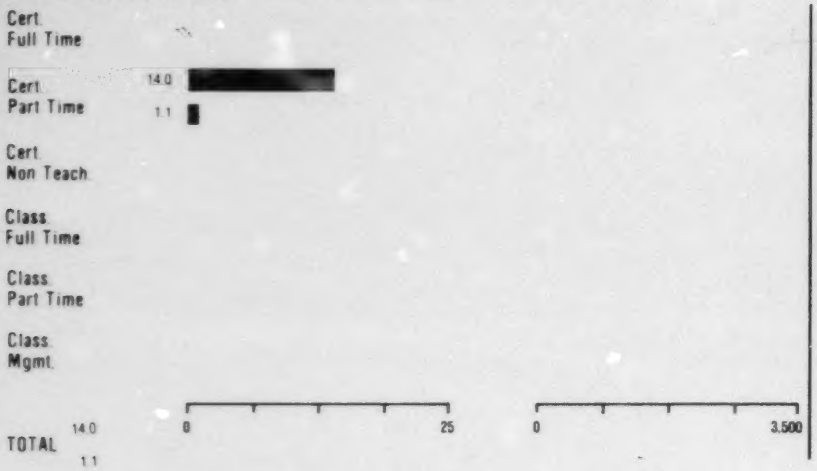
Formerly the program was supported by a special tax. This tax was eliminated in 1978. It was feared at that time that this function would be eliminated by the demands of other programs. However, through the dedication of the District and the Community Services staff, this program has stabilized and is growing once again. The greatest strength is that it is able to respond to the requests of the community at large.

STAFF

INDIVIDUAL ▬ FTE ▬ WSCH ▭

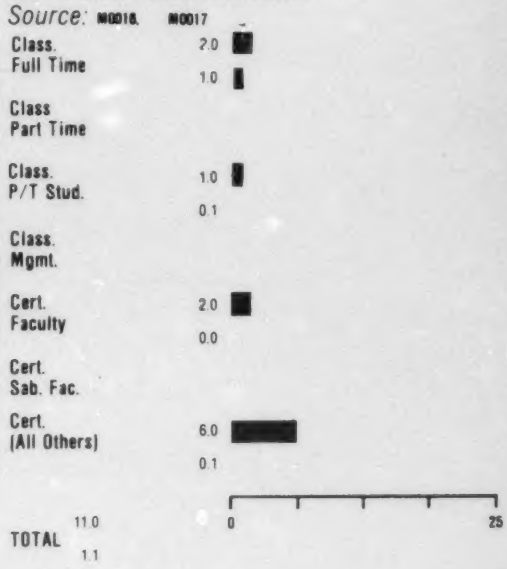
INSTRUCTIONAL

Source: S0291, N0015



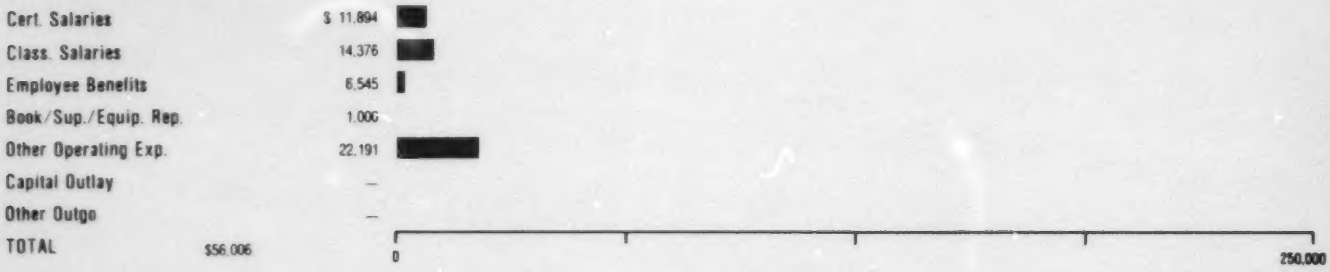
NON-INSTRUCTIONAL

Source: N0016, N0017



FINANCIAL

Source: N0010



Columbia College provides a program of student services which strives to develop and implement programs that are consistent with and supportive of the goals described by the College philosophy and guiding principles.

The student services program includes the following essential functions:

I. **Functions Which Inform:** Pre-admissions information; new student orientation; and interpreting college regulations; and community relations.

II. **Functions Which Evaluate:** Records; educational testing; applicant appraisal; follow-up; and evaluation.

III. **Functions Which Facilitate:** Counseling; educational advising; staff development; learning skills; health services; financial aid; job placement/employment; registration; bookstore; specialized programs; parking/security; human development; and articulation with high schools and other colleges.

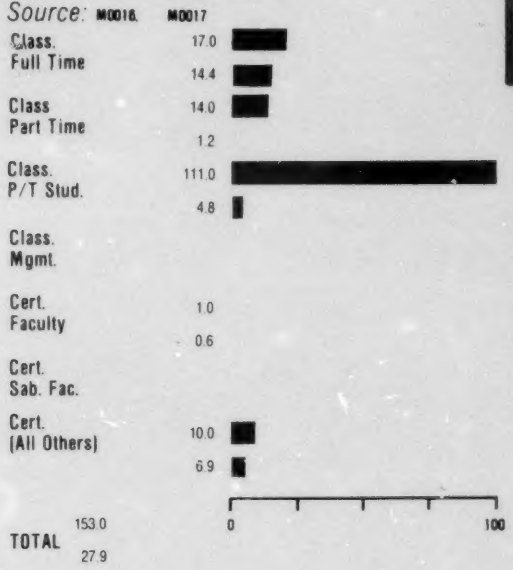
IV. **Functions Which Involve:** Co-curricular activities; college governance; student self-governance; and athletics.

STAFF

INDIVIDUAL ■ FTE ■ WSCH □

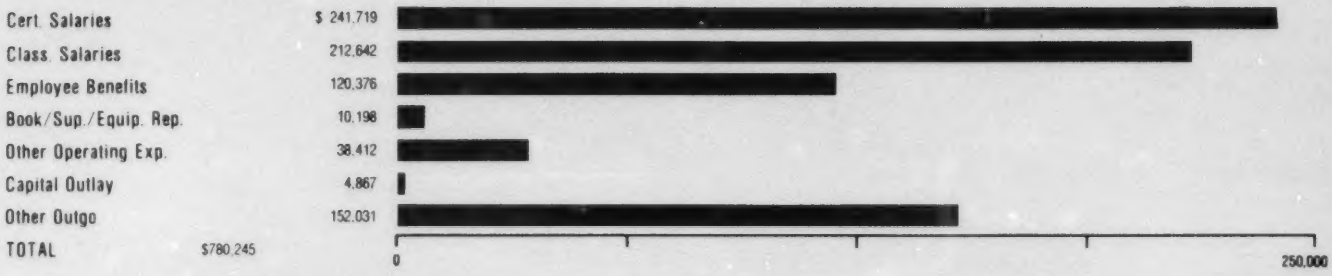
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



The Office of Instruction is responsible for planning, organizing, implementing, and evaluating all instructional programs of the College, as well as the Community Services program. Specific functions of the Office include educational master planning, development of the College Catalog and the quarterly schedule of classes; curriculum development; selction, orientation, and evaluation of instructional personnel and related support staff; development and management of the instrucional budget; and faculty professional developments.

The Office is administered by the Dean of Instruction and two Assistant Deans, one for General Education, one for Vocational Education. The two assistant deans work directly with faculty. The support staff for the office consists of three secretaries and a public information specialist.

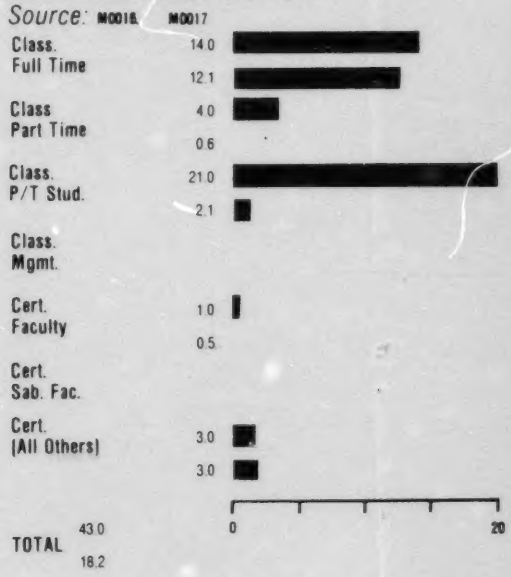
The Instruction Office is committed to providing a comprehenive, high quality instructional program for the residents of this service area. We believe the essential elements of such a program to be: (1) a well balanced curriculum which is responsive to both community and individual student needs and (2) a focus on faculty as the key personnel in the educational process.

STAFF

INDIVIDUAL ▬ FTE ▬ WSCH ▭

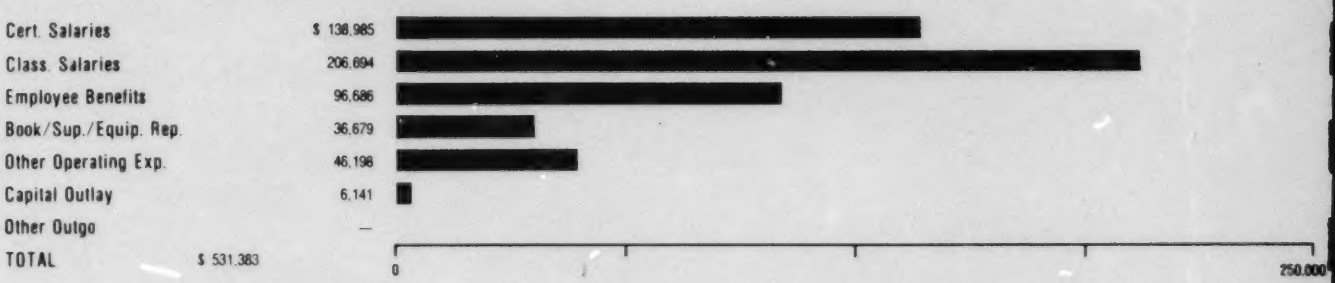
NON-INSTRUCTIONAL

Source: MD018, MD017



FINANCIAL

Source: MD010



Functions included in this unit are those under the direct control of the College President. In general, these are functions related to the President's overall responsibility as the educational leader and chief administrative officer for the college. In this capacity the President must oversee the development and management of the college budget, provide leadership to the administrative staff and support personnel in carrying out the instructional program, the maintenance and operation of the college plant, maintaining relationships with the community and participating as a member of the Superintendent's Cabinet in making overall college and district decisions.

Some activities included under general administration are unique to the small college requirement for distributing all administrative functions among the members of a relatively small staff.

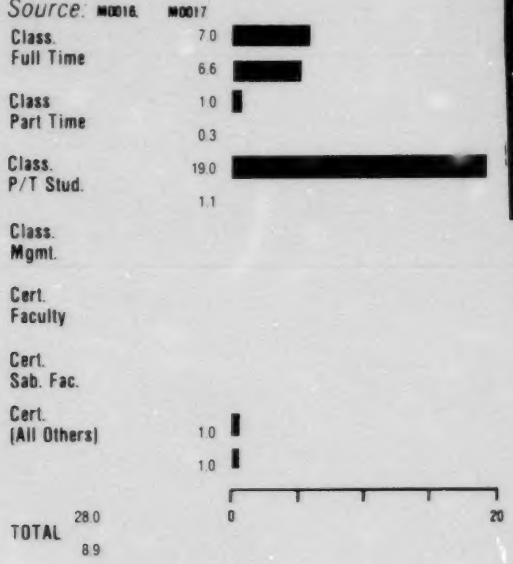
The overall functions of planning and policy making, business services, communication services, food services, library services, instructional materials center services and fire protection services are included in this unit. In addition, the Buildings and Grounds and Transportation departments report to the District; however, the college president gives immediate direction on a daily basis to these areas.

STAFF

INDIVIDUAL ■ *FTE* ■

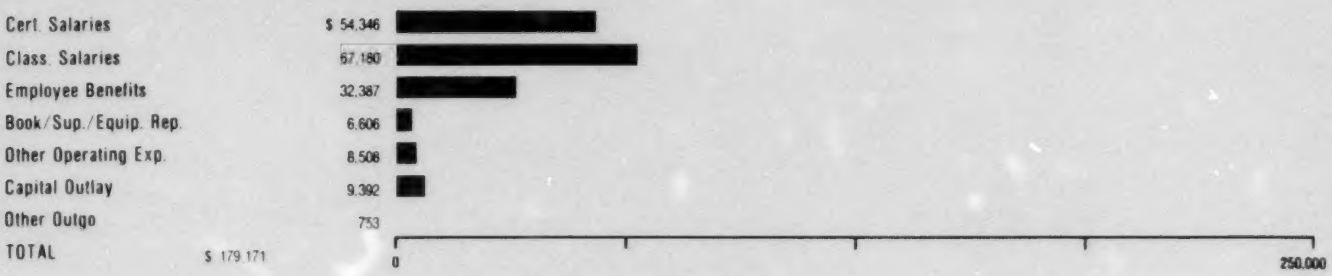
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



General institutional services are those support services provided on each college campus which are coordinated and supervised by the Assistant Superintendent—Business Services for the District. Personnel carrying out these services work closely with college presidents and staff members in order to maintain the most positive learning environment possible.

Activities carried on by this unit consist of custodial services—cleaning and care of rooms and furnishings; grounds services—cleaning, caring for landscaping, irrigating, mowing and pruning; maintenance services—servicing and repair of buildings and equipment; utilities services— electric power, oil and gas.

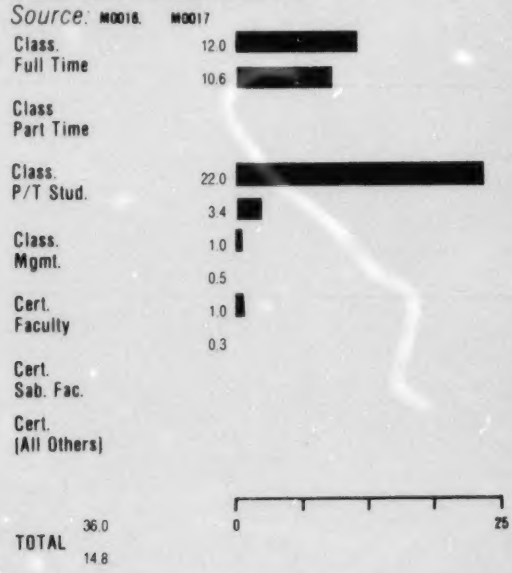
In addition, a transportation pool of vehicles with the necessary support personnel is provided for each campus.

STAFF

INDIVIDUAL ▬ *FTE* ▬

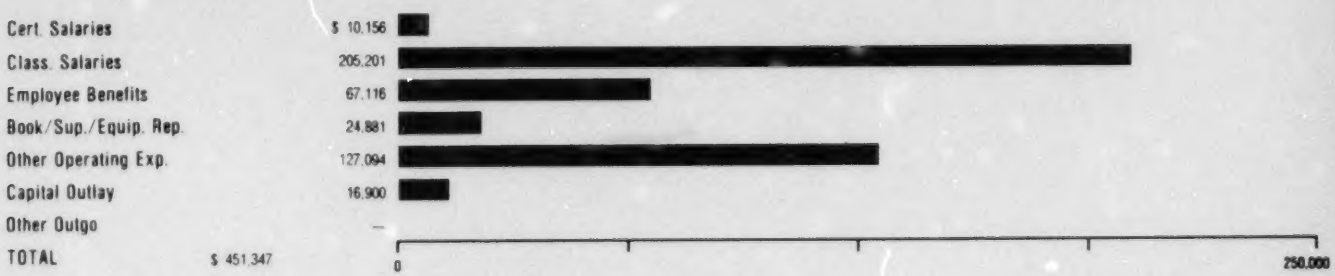
NON-INSTRUCTIONAL

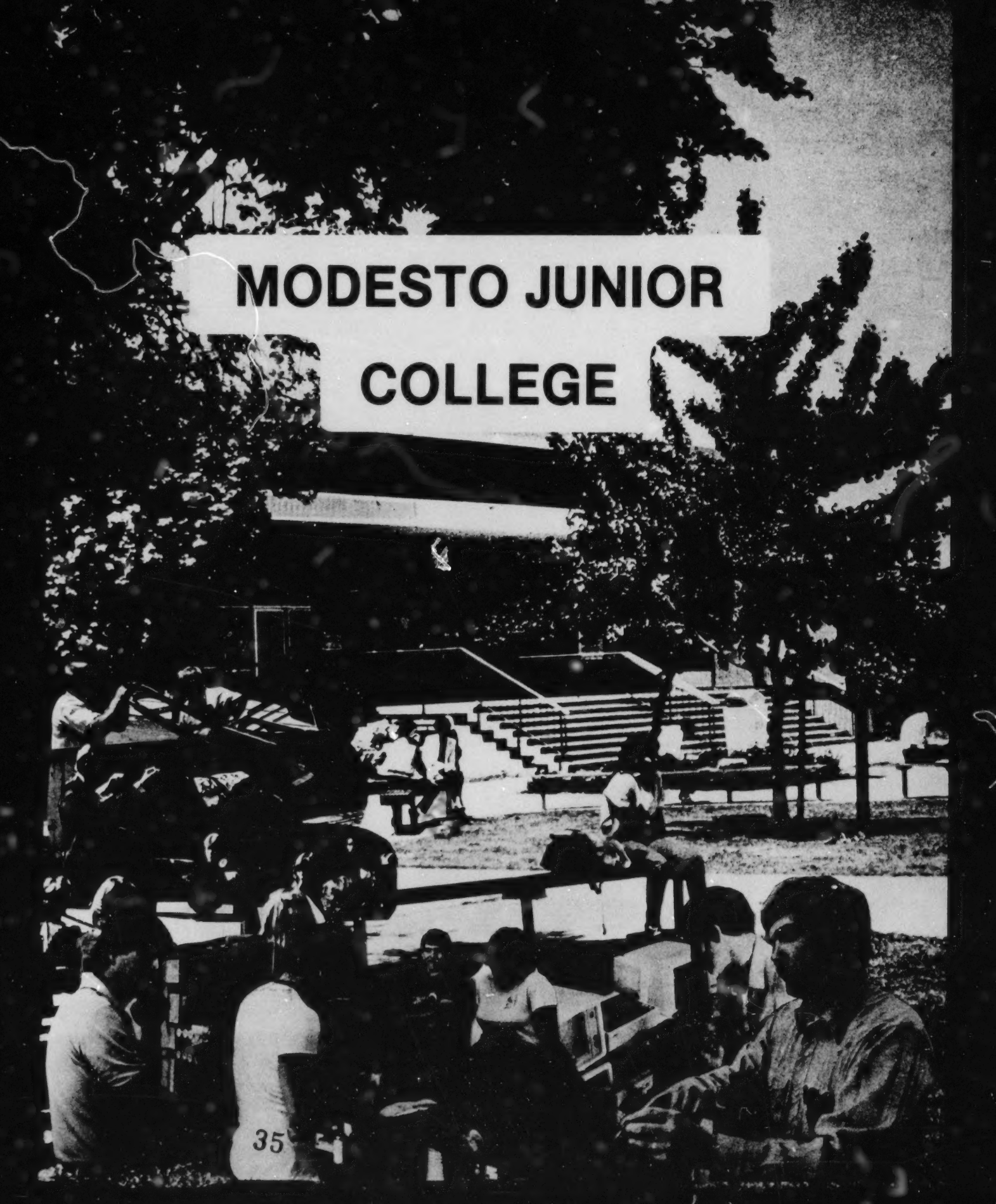
Source: M0016, M0017



FINANCIAL

Source: M0010




MODESTO JUNIOR
COLLEGE

Modesto Junior College is a comprehensive community college. Consistent with its philosophy of serving the educational needs of those people who reside in the area served by the college, a wide range of programs and individual courses have been developed.

Credit and non-credit courses are offered day and evening as well as on Saturdays on the college sites and at many locations throughout the college district.

Graded or "credit" courses fulfill requirements leading to degrees, diplomas, and certificates.

Non-credit courses are designed for members of the community who wish to develop or improve their skills and supplement their general knowledge.

Since the college began in 1921 with 61 students, it has grown into a two-campus institution with a total enrollment of over 13,000 as shown below for 1983-84.

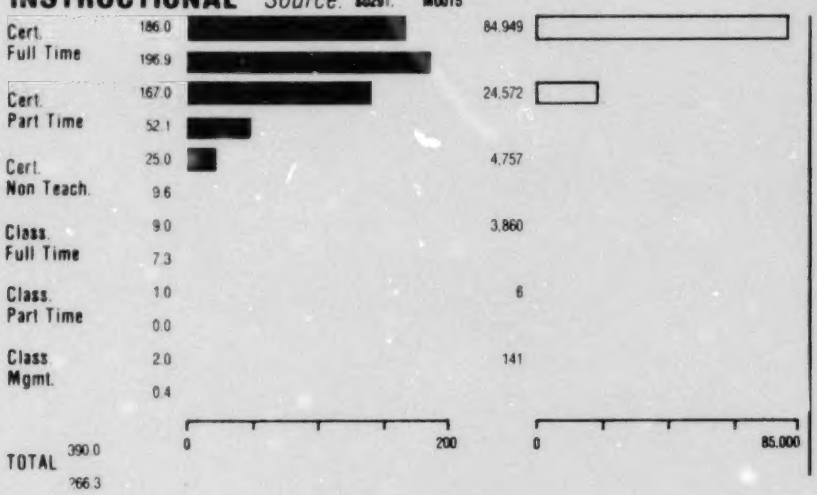
Programs are offered which provide students the opportunity to earn an associate degree, a certificate of achievement, or to upgrade skills. In addition, through the community services program, fee funded avocational, cultural, educational and enrichment opportunities are available.

STAFF

INDIVIDUAL FTE WSCH

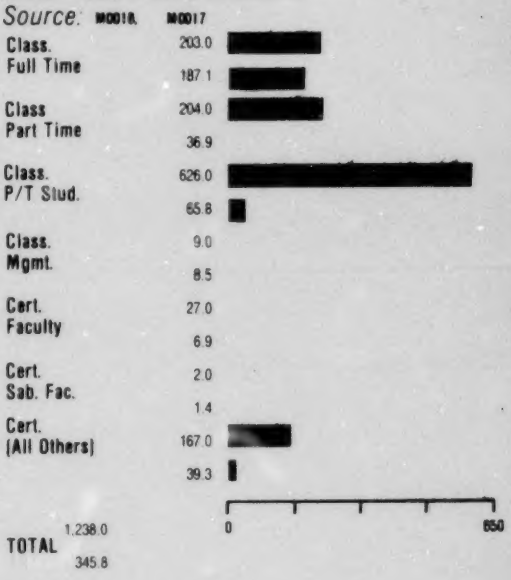
INSTRUCTIONAL

Source: S0291, M0015



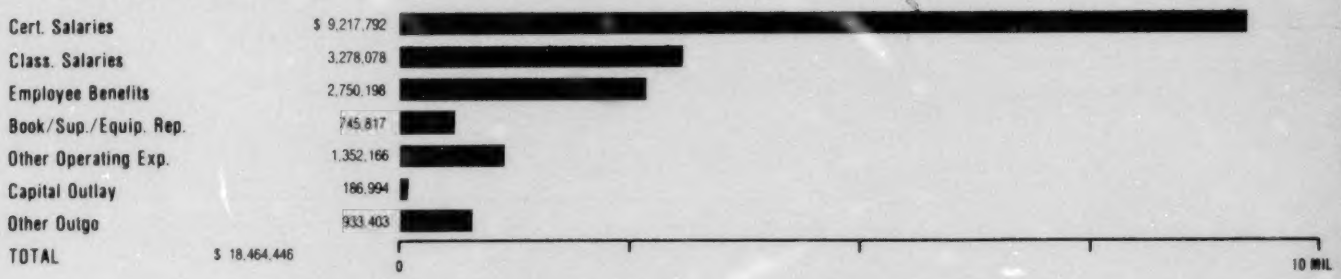
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

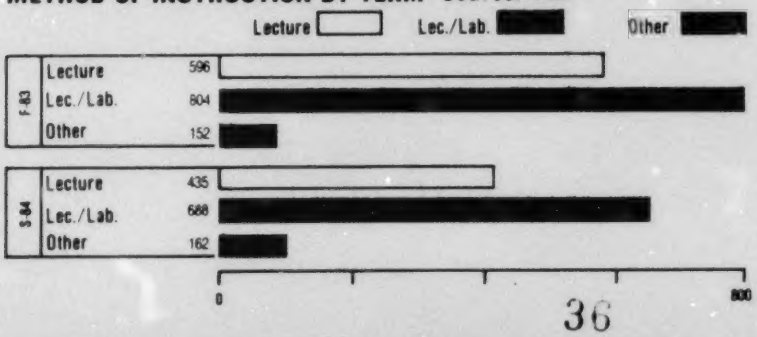
Source: M0010



SERVICES

METHOD OF INSTRUCTION BY TERM

Source: S0285



SECTIONS/ENROLLMENTS

Source: S0292, S0285

FACILITIES

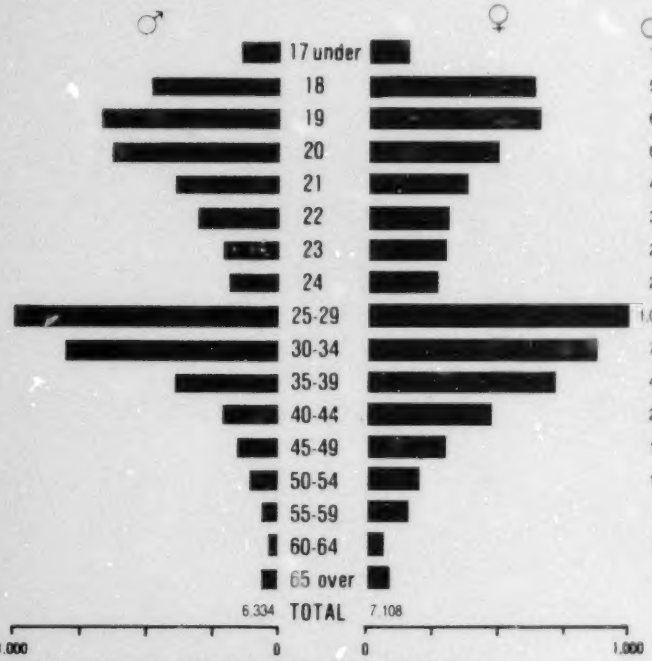
Source: S0263, S0280

STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0291

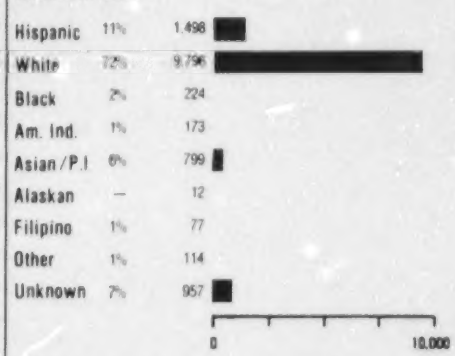
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	155	212	95	276	371	2.72
18	579	701	1,029	261	1,290	9.45
19	693	714	1,242	202	1,444	10.58
20	623	540	953	235	1,188	8.70
21	436	358	584	217	801	5.87
22	322	293	425	195	620	4.54
23	256	268	305	224	529	3.88
24	223	230	263	197	460	3.37
25-29	1,099	1,040	1,158	1,009	2,167	15.88
30-34	734	866	875	751	1,626	11.91
35-39	446	697	571	596	1,167	8.55
40-44	280	458	341	407	748	5.48
45-49	183	268	215	242	457	3.35
50-54	108	181	131	161	292	2.14
55-59	73	104	86	96	182	1.33
60-64	53	74	65	66	131	96
65 over	70	100	107	65	172	1.26

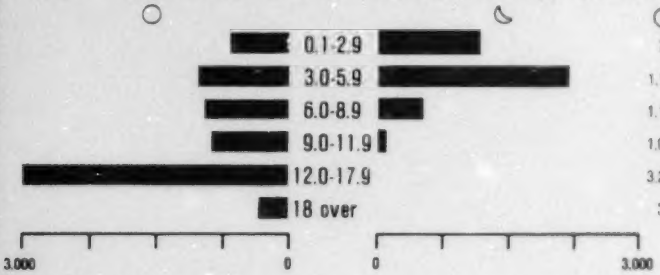
ETHNIC BREAKDOWN (Fall only)

Source: S0291



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

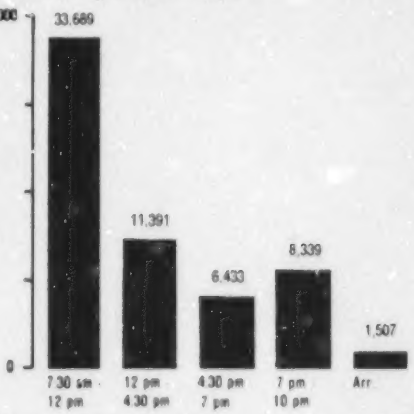
Source: S0291



Units	○	%	☾	%	TOT	%
0.1-2.9	709	9.33	1,262	29.95	1,971	16.68
3.0-5.9	1,141	15.01	2,235	53.05	3,376	28.58
6.0-8.9	1,105	14.54	532	12.63	1,637	13.86
9.0-11.9	1,088	14.31	134	3.18	1,222	10.34
12.0-17.9	3,202	42.13	50	1.19	3,252	27.53
18 over	356	4.68	—	—	356	3.01

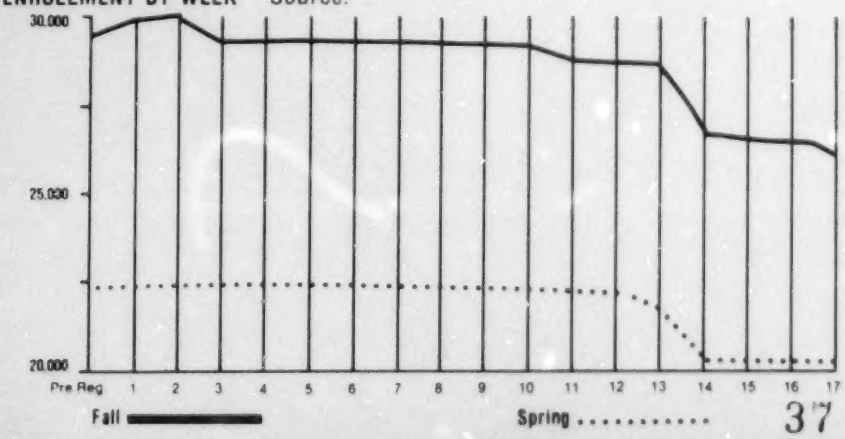
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0286



ENROLLMENT BY WEEK

Source:



TOTAL INDIVIDUALS ENROLLED

Source: S0291

Fall	13,650
Spring	10,687

Modesto Junior College offers a comprehensive Administration of Justice program. The curriculum is concerned with basic knowledge and skills encompassing the criminal justice area.

The two year college program is designed to prepare candidates for immediate employment or for transfer to a four-year college offering a major in one of the criminal justice fields. Successful completion of the requirements will lead to the Associate in Arts degree or the Associate in Science degree. Classes are offered both day and evening.

The college cooperates with the Administration of Justice Education Advisory Committee and the Regional Criminal Justice Training Center Advisory Committee.

The division also offers a fire science program which enables students to earn a certificate of achievement or the Associate in Science degree. Fire Science classes are scheduled mainly in the evening and are designed to provide entry level and advancement training in a variety of assignments. In this endeavor the college also cooperates with the Fire Science Advisory Committee.

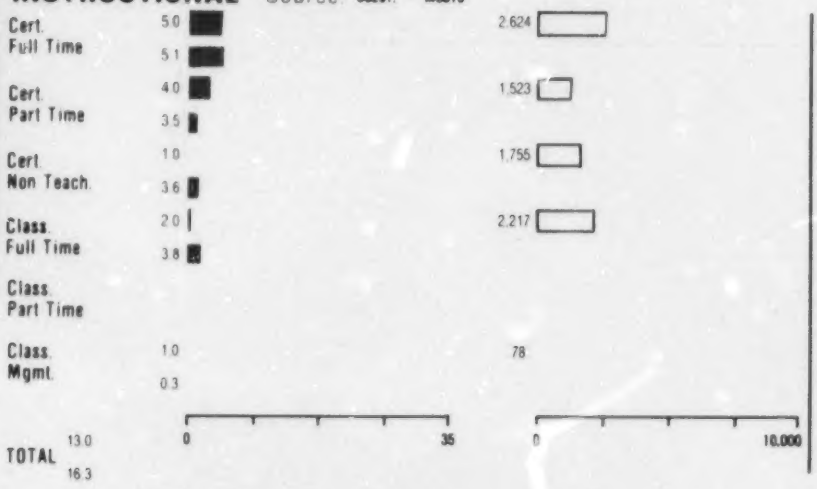
Housed on the Modesto Junior College West Site, the Regional Criminal Justice Training Center coordinates and offers training involving the entire criminal justice spectrum.

STAFF

INDIVIDUAL FTE WSCH

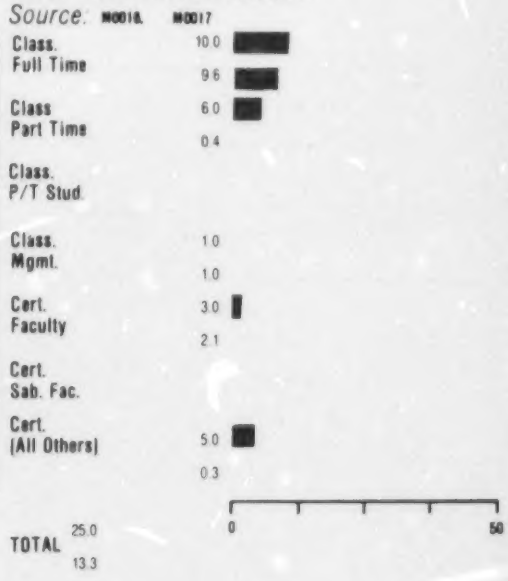
INSTRUCTIONAL

Source: S0291, M0015



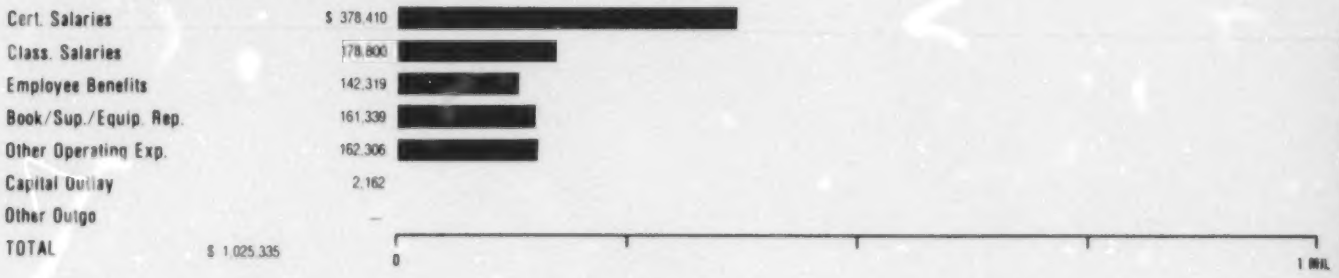
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

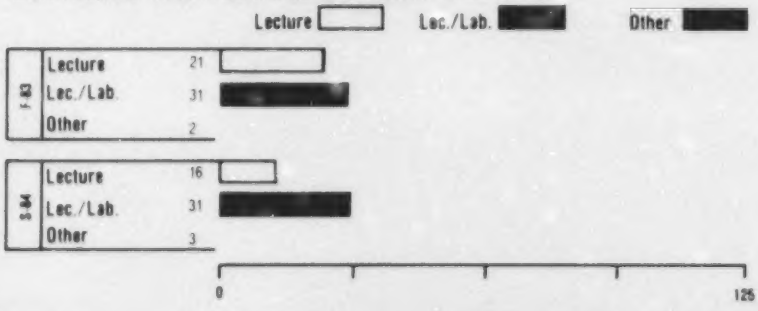
Source: M0010



SERVICES

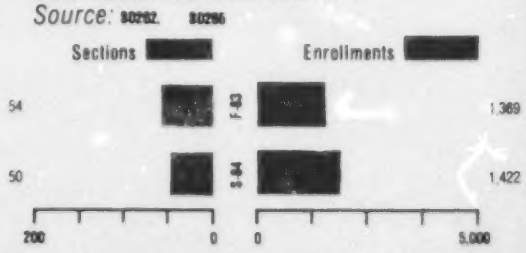
METHOD OF INSTRUCTION BY TERM

Source: S0295



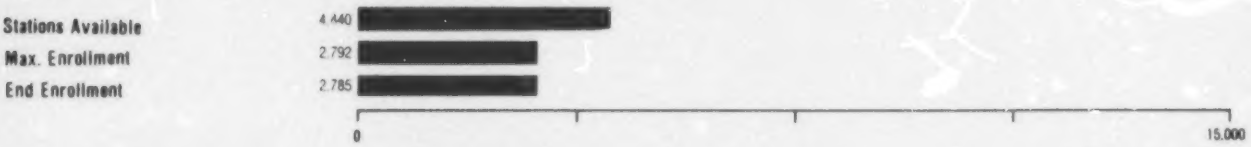
SECTIONS/ENROLLMENTS

Source: S0292, S0296



FACILITIES

Source: 80253, 80280

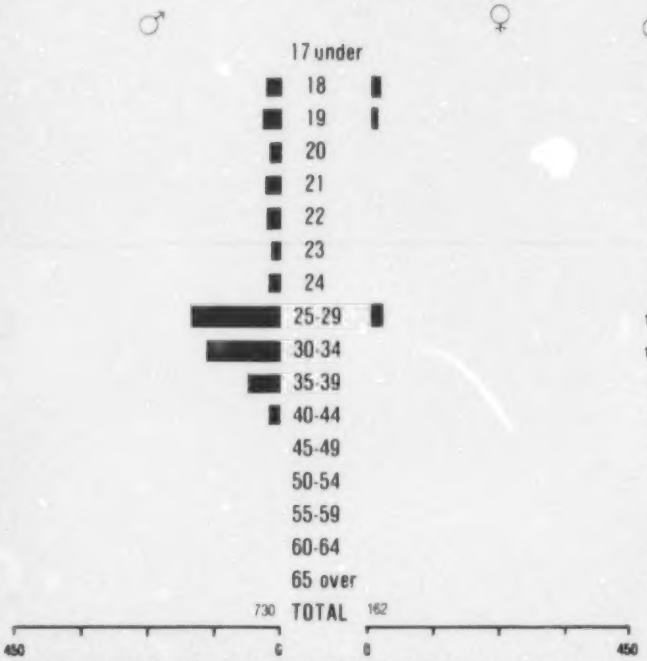


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: 80281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	5	3	5	3	8	.89
18	45	21	62	5	67	7.45
19	52	17	68	2	70	7.79
20	47	14	59	4	63	7.01
21	55	9	58	6	64	7.12
22	46	12	50	8	58	6.45
23	33	8	40	1	41	4.56
24	38	9	43	4	47	5.23
25-29	166	36	179	24	203	22.58
30-34	119	12	118	14	132	14.68
35-39	69	13	79	4	83	9.23
40-44	34	5	37	2	39	4.34
45-49	11	2	12	1	13	1.45
50-54	7	—	7	—	7	.78
55-59	2	1	3	—	3	.33
60-64	1	—	1	—	1	.11
65 over	—	—	—	—	—	—

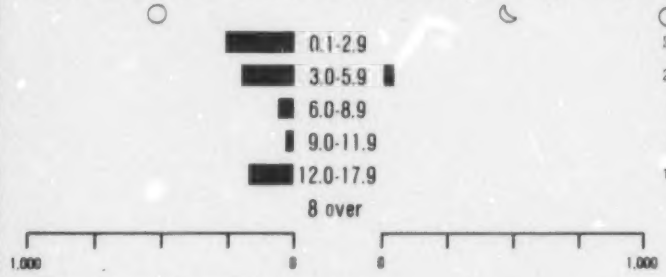
ETHNIC BREAKDOWN (Fall only)

Source: 80281

Hispanic	11%	96
White	77%	692
Black	3%	26
Am. Ind.	2%	19
Asian/P.I.	1%	13
Alaskan	—	1
Filipino	--	4
Other	1%	5
Unknown	5%	43

UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

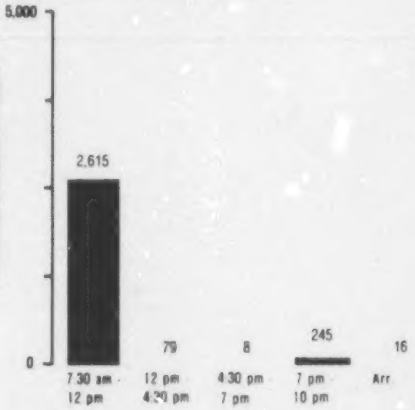
Source: 80281



Units	○	%	☾	%	TOT	%
0.1-2.9	260	31.67	17	21.79	277	30.81
3.0-5.9	202	24.60	37	47.44	239	26.59
6.0-8.9	94	11.45	18	23.08	112	12.46
9.0-11.9	56	6.82	6	7.69	62	6.90
12.0-17.9	198	24.12	—	—	198	22.02
8 over	11	1.34	—	—	11	1.22

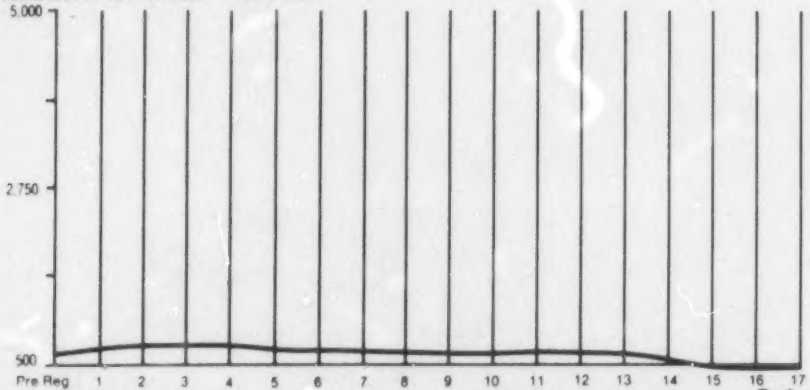
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: 80280



ENROLLMENT BY WEEK

Source:



TOTAL INDIVIDUALS ENROLLED

Source: 80281

Fall 899

Spring 999

Offerings in the Agriculture and Biological Sciences division are designed to meet the needs of transfer students, non-transfer students, and community residents who desire general education courses.

The major disciplines within the division include agricultural economics, agricultural mechanics, anatomy and physiology, animal science, bacteriology and microbiology, biology, botany, food processing, general and vocational agriculture, natural resources, ornamental horticulture, plant science, and zoology. All majors must complete a program of courses approved by the division. Division advisers will assist students in the selection of proper courses.

Agricultural studies play an essential part in filling the world-wide demand for food and fiber. The program of courses offered in agriculture is designed to prepare students for a variety of professions or occupations in agriculture.

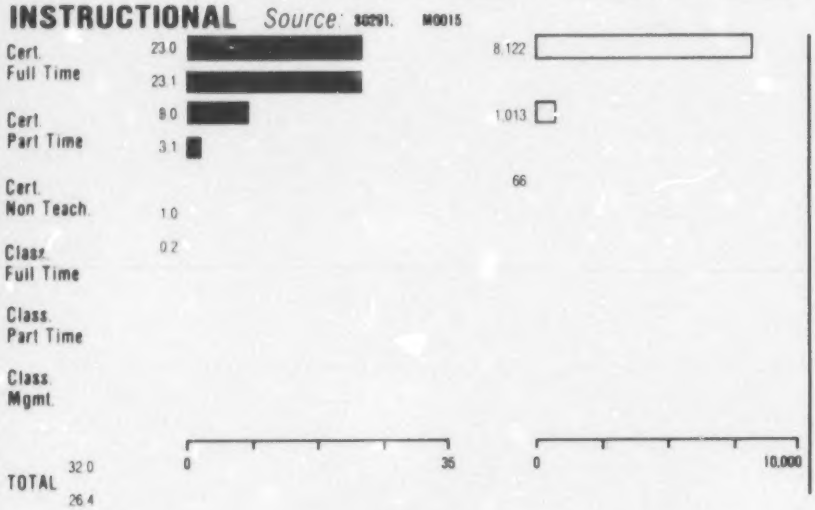
In addition to offering courses leading to the Associate degree in biological science, the division offers courses appropriate for meeting the general education requirements, support courses for health and agriculture sciences and many courses required of majors in biology-related fields.

STAFF

INDIVIDUAL FTE WSCH

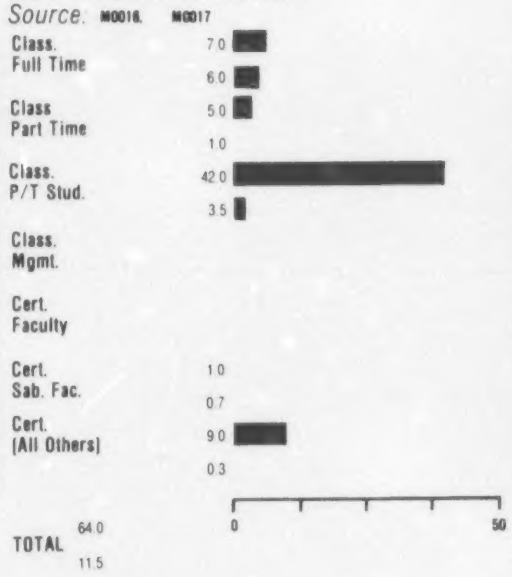
INSTRUCTIONAL

Source: S0291, M0015



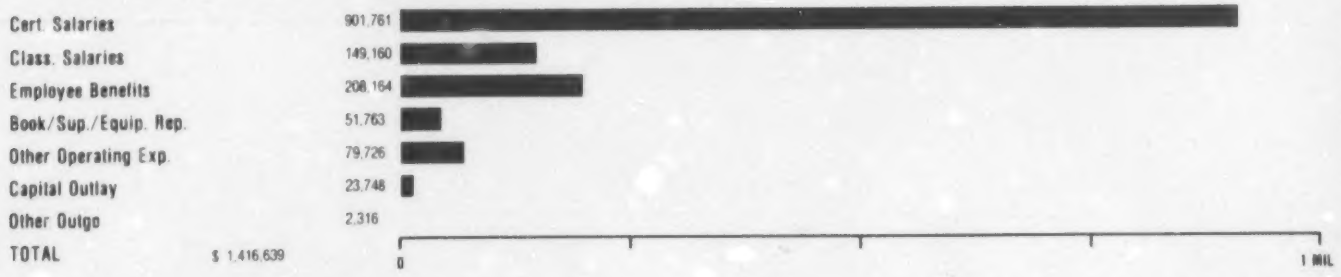
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

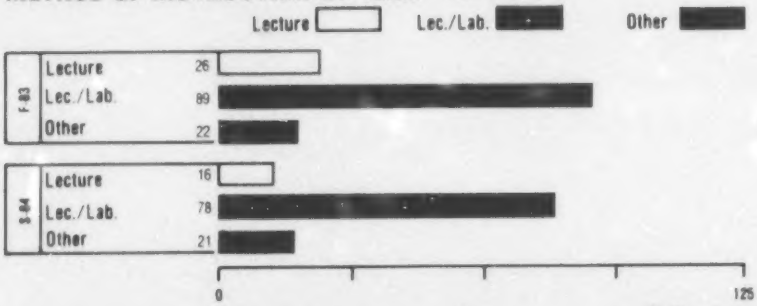
Source: M0010



SERVICES

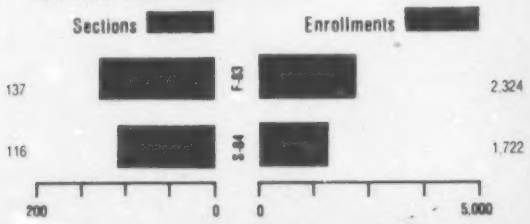
METHOD OF INSTRUCTION BY TERM

Source: S0285



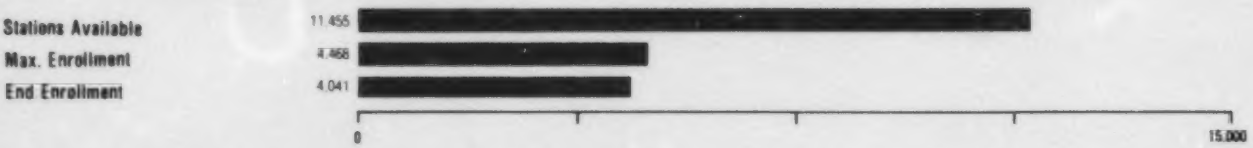
SECTIONS/ENROLLMENTS

Source: S0282, S0285



FACILITIES

Source: [illegible]

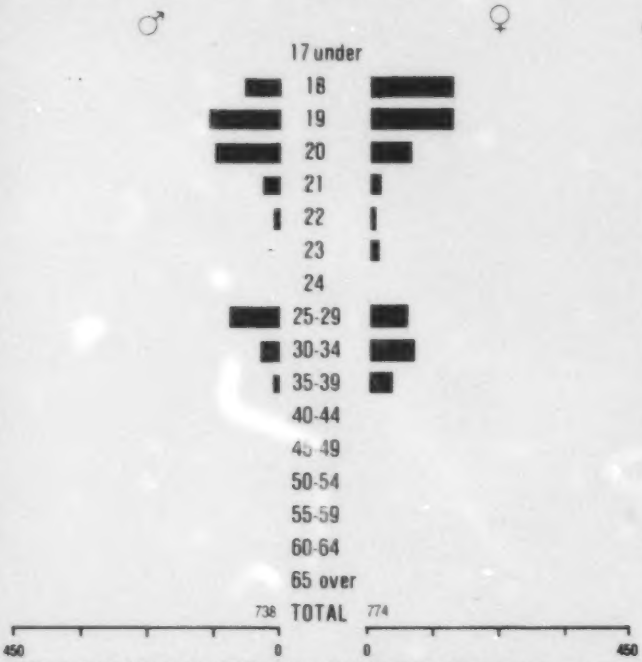


STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

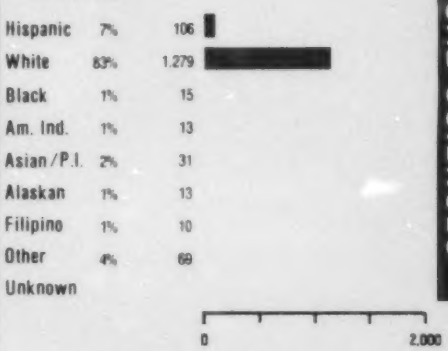
Source: [illegible]



	♂	♀	○	☾	TOT	%
17 under	1	6	5	2	7	.46
18	87	141	221	7	228	14.84
19	126	141	267	9	276	17.97
20	118	75	181	15	196	12.76
21	54	44	95	4	99	6.45
22	33	37	62	8	70	4.56
23	19	31	39	11	50	3.26
24	16	21	26	11	37	2.41
25-29	104	72	124	58	182	11.85
30-34	71	88	99	62	161	10.48
35-39	37	59	50	47	97	6.32
40-44	20	29	23	27	50	3.26
45-49	13	18	15	16	31	2.02
50-54	9	7	4	12	16	1.04
55-59	11	2	1	13	14	.91
60-64	10	1	—	11	11	.72
65 over	9	2	2	9	11	.72

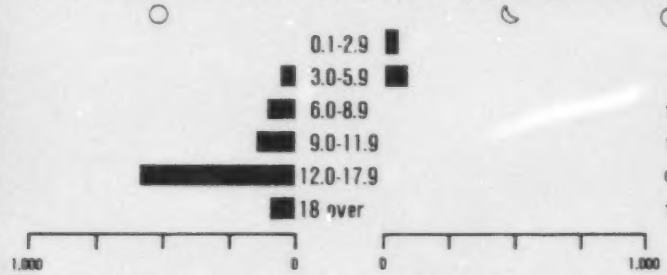
ETHNIC BREAKDOWN (Fall only)

Source: [illegible]



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

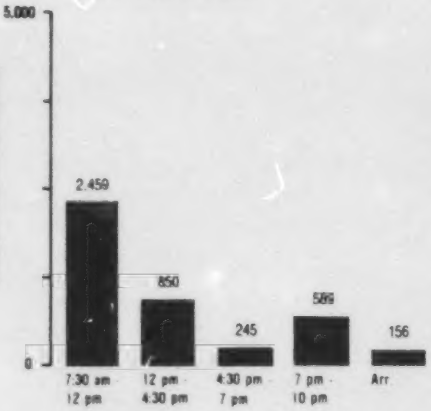
Source: [illegible]



	○	%	☾	%	TOT	%
0.1-2.9	7	.58	92	33.45	99	6.67
3.0-5.9	87	7.19	105	38.18	192	12.93
6.0-8.9	141	11.65	53	19.27	194	13.06
9.0-11.9	189	15.62	19	6.91	208	14.01
12.0-17.9	665	54.96	6	2.18	671	45.19
18 over	121	10.00	—	—	121	8.15

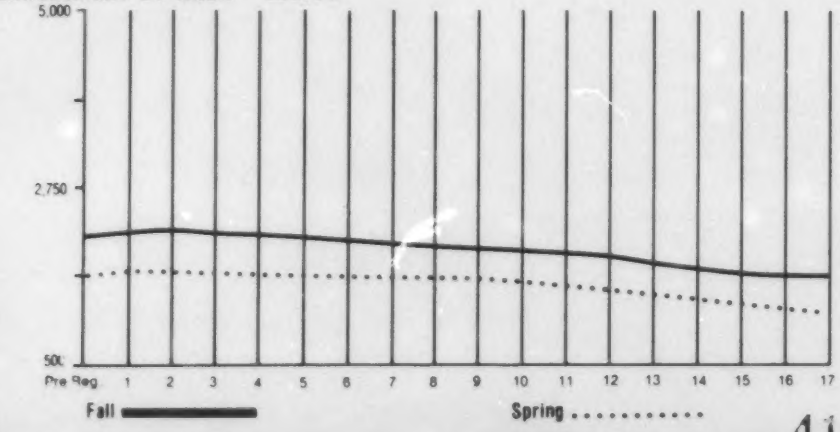
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: [illegible]



ENROLLMENT BY WEEK

Source:



TOTAL INDIVIDUALS ENROLLED

Source: [illegible]

Fall 1,536

Spring 1,327

Instruction in the fine and performing arts, the spoken word and the electronic media is the primary concern of the Division of Arts, Humanities and Speech. Courses are offered in the visual arts, music, theater, radio-television, photography, and speech communication. The divisional curriculum comprises over one hundred and eighty courses with both performance-studio and historical-critical studies being offered in each major area.

Instructional facilities include art studios, darkroom, art gallery, music rehearsal/recital facilities, electronic piano lab, low wattage AM radio station, TV and film studio, main stage and cabaret theaters, theatrical scene and costume shop, as well as standard lecture-type rooms.

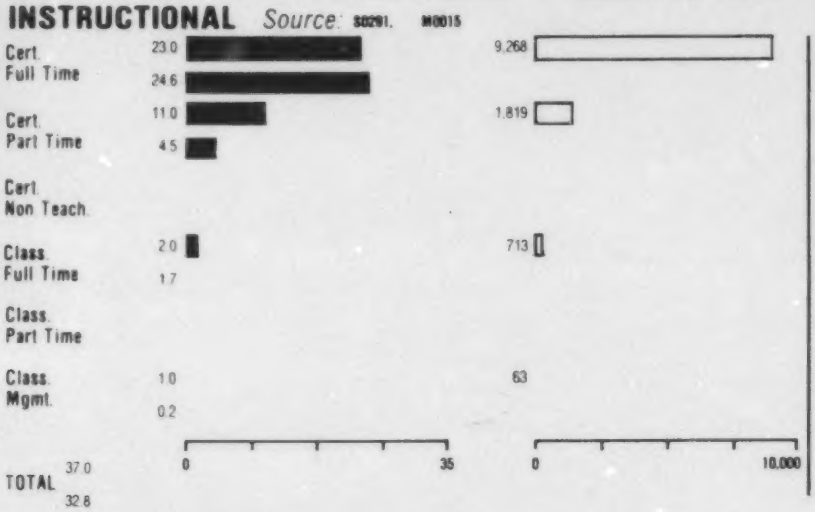
In addition to its teaching emphasis, the division places great value on performance, offering a number of instrumental and vocal ensembles, a full theater schedule, a comprehensive forensics program, and displays in the art gallery featuring the works of both students and professionals.

STAFF

INDIVIDUAL FTE WSCH

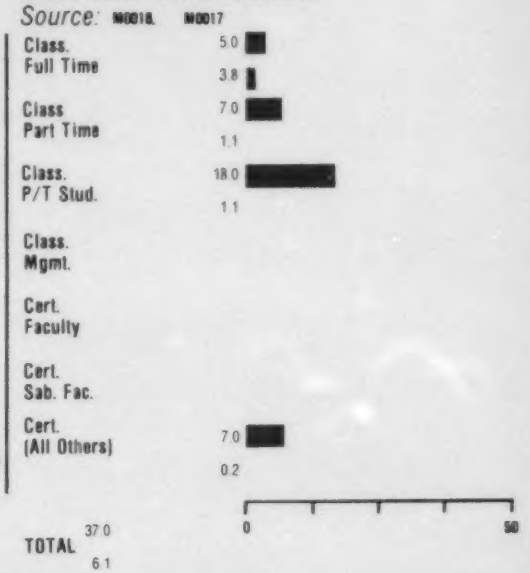
INSTRUCTIONAL

Source: S0291, M0015



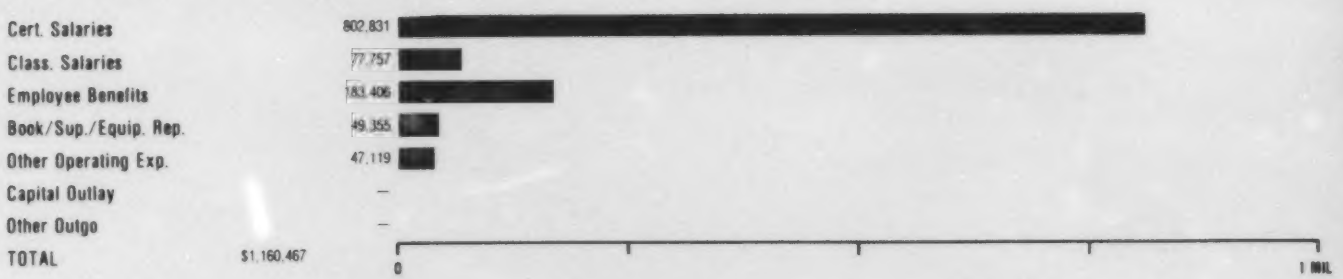
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

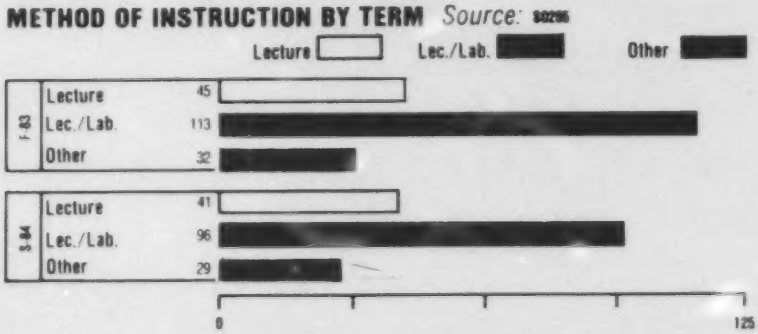
Source: M0010



SERVICES

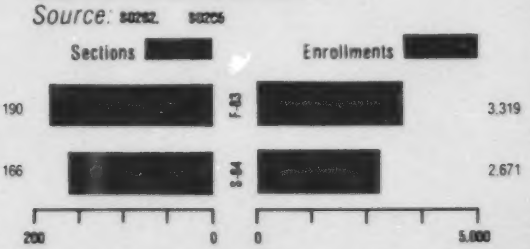
METHOD OF INSTRUCTION BY TERM

Source: S0295



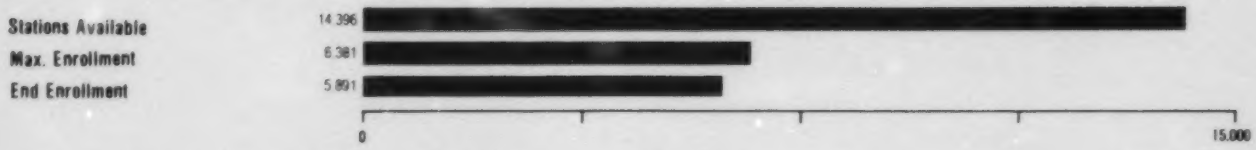
SECTIONS/ENROLLMENTS

Source: S0292, S0226



FACILITIES

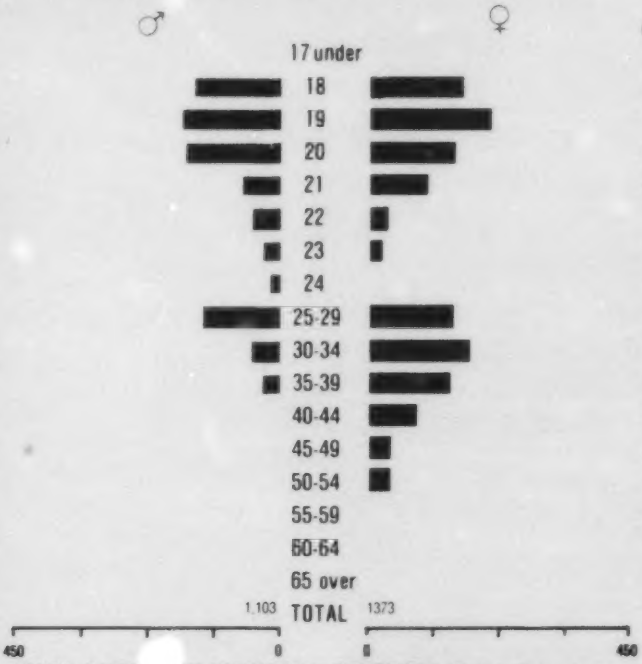
Source: S0283, S0290



STUDENTS

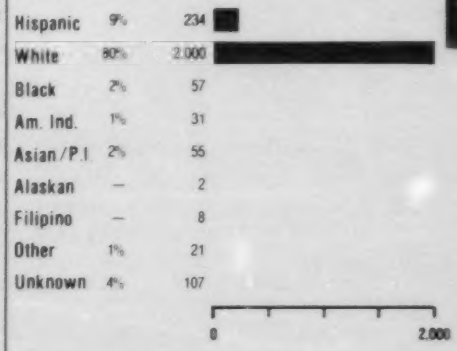
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: S0281

♂ = Male
♀ = Female
◯ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	◯	☾	TOT	%
17 under	14	22	28	8	36	1.43
18	158	177	329	8	337	13.40
19	177	216	394	12	406	16.14
20	171	143	301	18	319	12.68
21	86	97	170	15	185	7.36
22	53	43	83	15	98	3.90
23	45	45	67	23	90	3.58
24	31	26	49	9	58	2.31
25-29	135	128	191	75	266	10.58
30-34	77	117	127	69	196	7.79
35-39	49	121	94	81	175	6.96
40-44	29	79	59	50	109	4.33
45-49	18	47	32	35	67	2.66
50-54	18	43	29	32	61	2.43
55-59	11	26	22	15	37	1.47
60-64	14	21	20	15	35	1.39
65 over	17	21	26	13	39	1.55

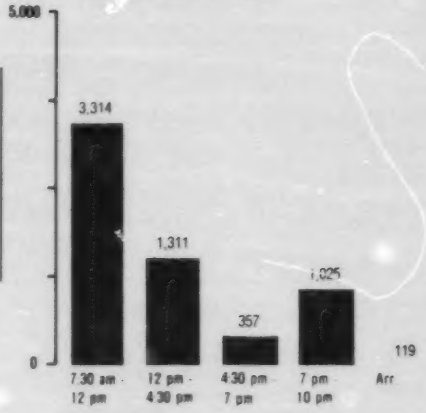
ETHNIC BREAKDOWN (Fall only)
Source: S0281



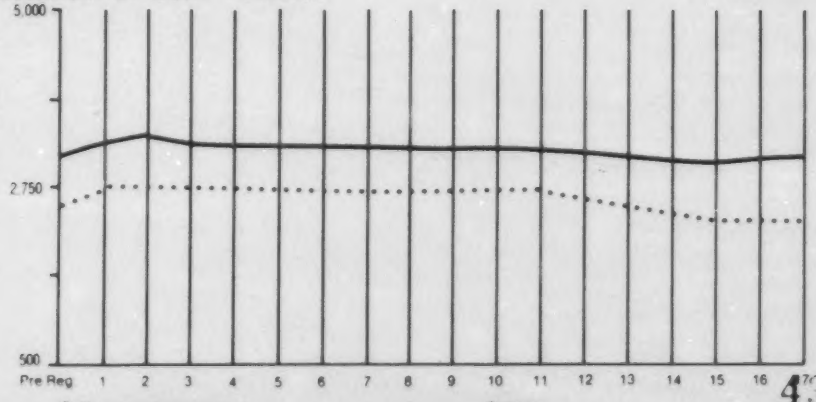
UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: S0281

Units	◯	%	☾	%	TOT	%
0.1-2.9	80	3.96	217	44.02	297	11.81
3.0-5.9	201	9.94	142	28.80	343	13.64
6.0-8.9	195	9.64	84	17.04	279	11.09
9.0-11.9	261	12.91	31	6.29	292	11.61
12.0-17.9	1,118	55.29	19	3.85	1,137	45.21
18 over	167	8.26	—	—	167	6.64

ENROLLMENTS BY TIME OF DAY (Total Year) Source: S0290



ENROLLMENT BY WEEK Source:



TOTAL INDIVIDUALS ENROLLED
Source: S0291

Fall 2,515

Spring 2,251

Offerings in the Behavioral and Social Sciences division are designed to meet the needs of transfer students, non-transfer students and community residents who desire general education courses.

The major disciplines within the division include anthropology, economics, geography, gerontology, history, human services, philosophy, political science, psychology and sociology.

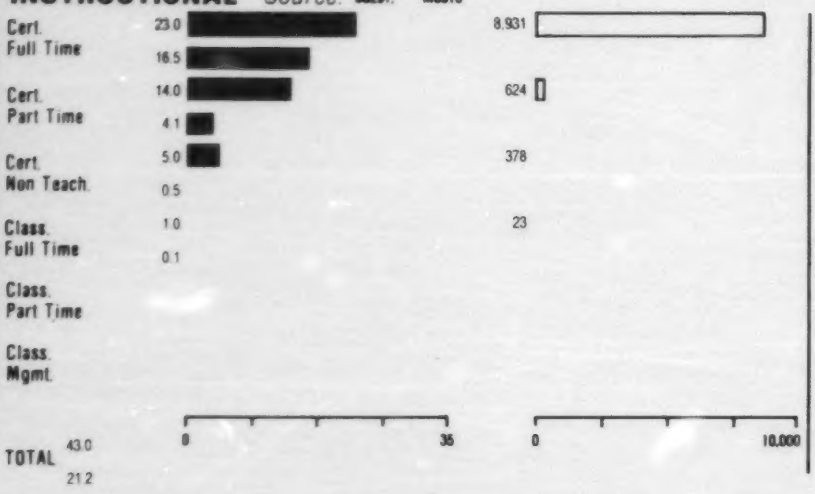
The Associate in Arts degree in the social sciences allows the student transferring to a four-year college or university to choose from a variety of major concentrations. In addition to those mentioned above, these may include community relations, counseling, pre-law, public administration and social welfare.

STAFF

INDIVIDUAL FTE WSCH

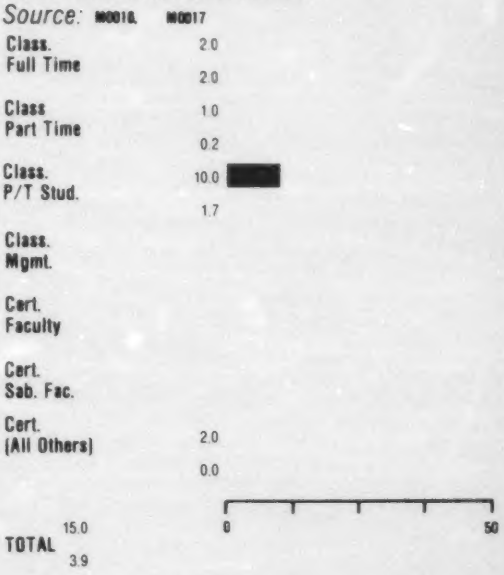
INSTRUCTIONAL

Source: S0291, M0015



NON-INSTRUCTIONAL

Source: M0016, M0017



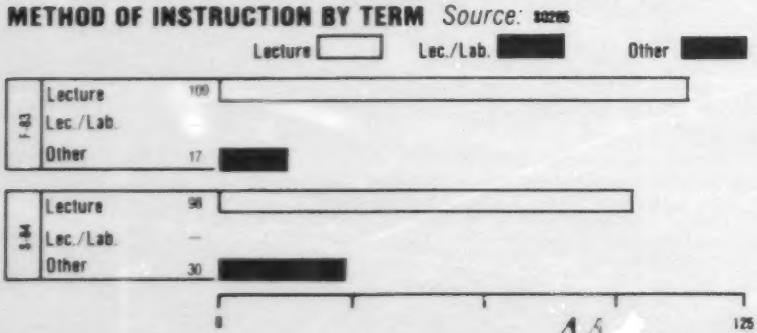
FINANCIAL

Source: M0018

SERVICES

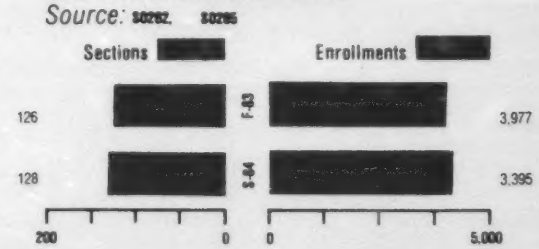
METHOD OF INSTRUCTION BY TERM

Source: S0295



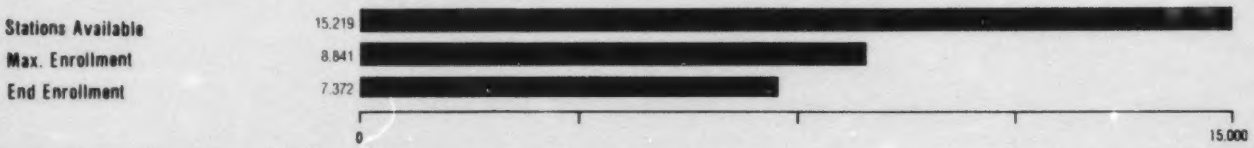
SECTIONS/ENROLLMENTS

Source: S0292, S0295



FACILITIES

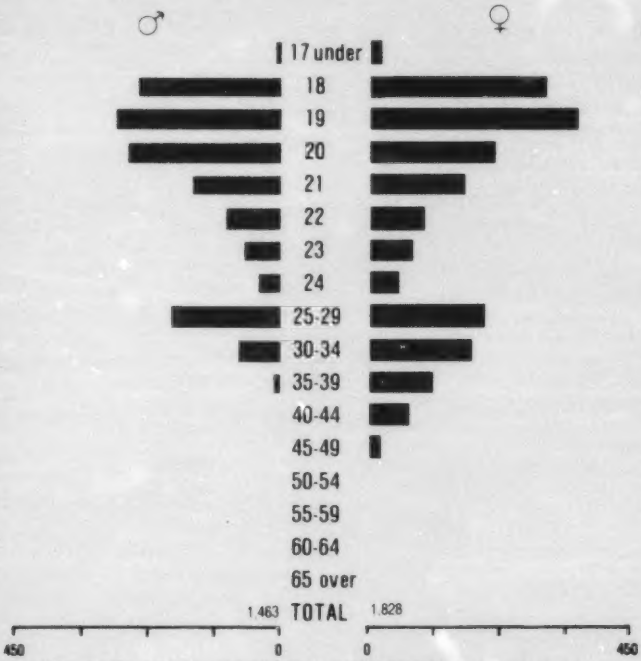
Source: 80283, 80290



STUDENTS

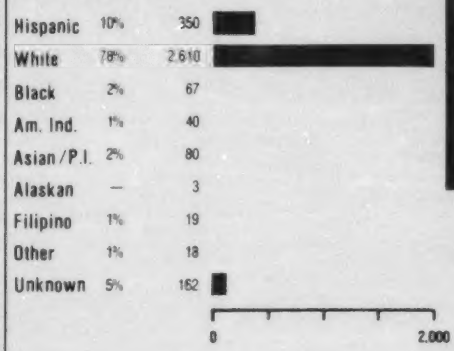
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: 80281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

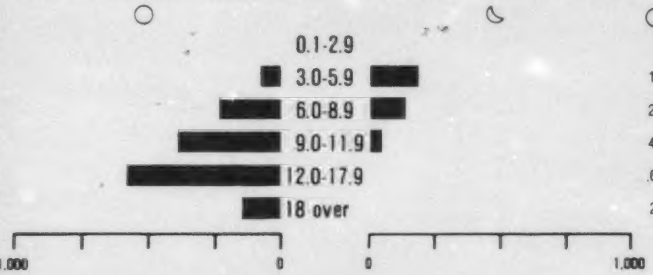


Age	♂	♀	○	☾	TOT	%
17 under	30	36	28	40	68	2.03
18	233	316	503	50	553	16.51
19	294	365	648	30	678	20.24
20	241	212	429	38	467	13.94
21	122	137	226	37	263	7.85
22	98	76	151	24	175	5.23
23	64	60	91	33	124	3.70
24	42	42	63	22	85	2.54
25-29	177	183	256	107	363	10.84
30-34	79	156	160	78	238	7.11
35-39	32	108	85	58	143	4.27
40-44	24	65	44	46	90	2.69
45-49	8	39	31	16	47	1.40
50-54	6	12	8	10	18	.54
55-59	4	11	7	10	17	.51
60-64	4	8	6	7	13	.39
65 over	5	2	2	5	7	.21

ETHNIC BREAKDOWN (Fall only)
Source: 80281

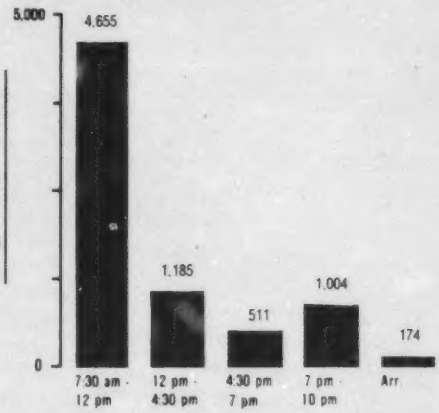


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: 80281

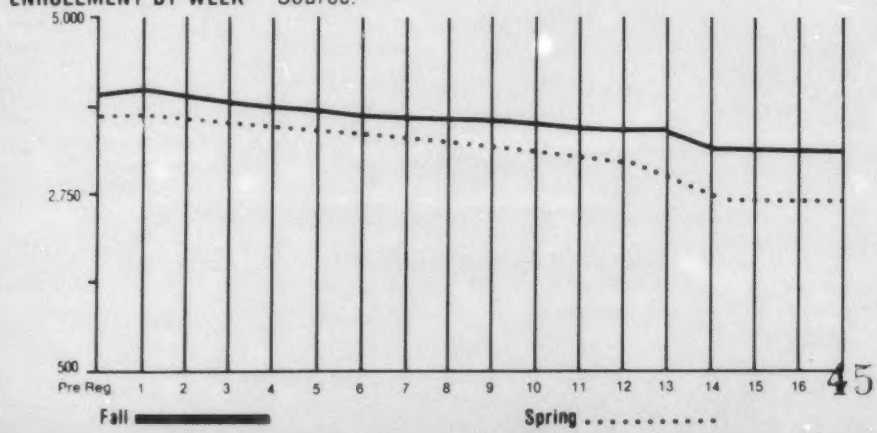


Units	○	%	☾	%	TOT	%
0.1-2.9	7	.26	22	4.45	29	.90
3.0-5.9	105	3.85	223	45.14	328	10.18
6.0-8.9	275	10.08	152	30.77	427	13.26
9.0-11.9	462	16.94	60	12.15	522	16.21
12.0-17.9	662	30.95	37	7.49	1,699	52.75
18 over	216	7.92	—	—	216	6.71

ENROLLMENTS BY TIME OF DAY (Total Year) Source: 80288



ENROLLMENT BY WEEK Source:



TOTAL INDIVIDUALS ENROLLED
Source: 80281

Fall 3,349

Spring 2,856

The Business division offers courses leading to the Associate in Arts or the Associate in Science degree. Business division degree programs include those in accounting, banking and finance, bookkeeping, business administration, business management, clerical training, computer science, legal secretarial training, marketing/merchandising, secretarial training, and supervisory training. Certificates of Achievement may be earned in banking, professional selling, supervisory training, clerical, secretarial, and word processing.

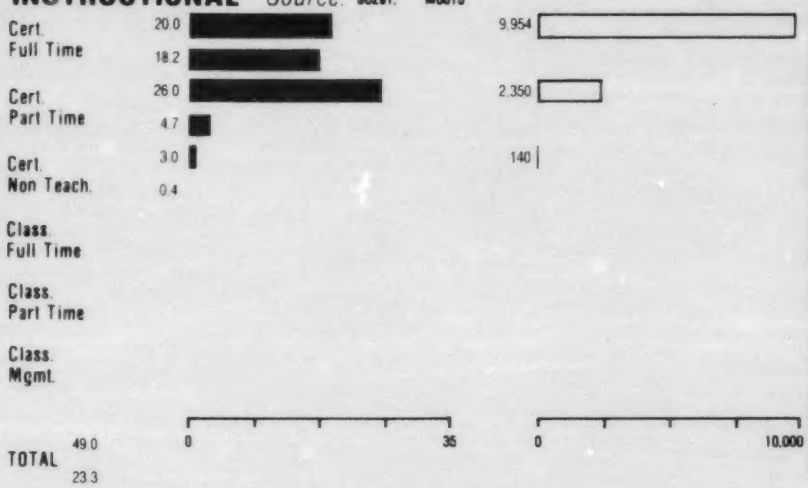
Job training courses prepare students to successfully pursue jobs in the business fields of their choice. Course work is also available for students planning to transfer to a four year institution.

STAFF

INDIVIDUAL FTE WSCH

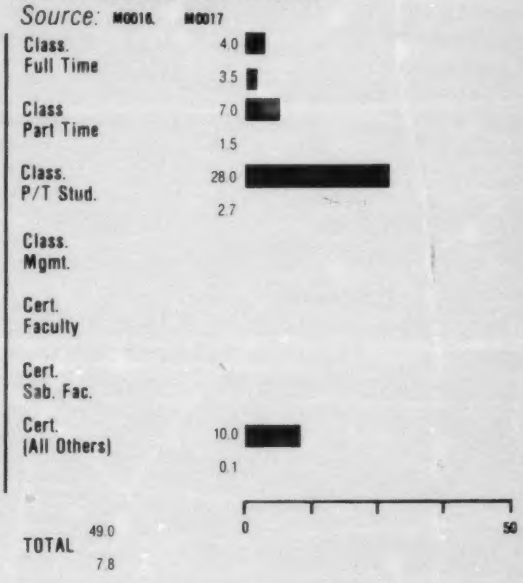
INSTRUCTIONAL

Source: S0291, M0015



NON-INSTRUCTIONAL

Source: M0016, M0017



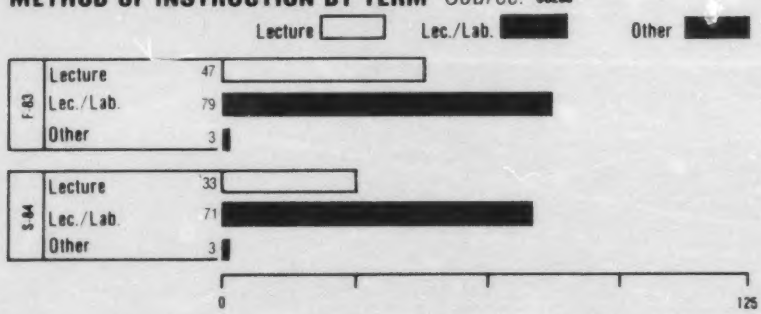
FINANCIAL

Source: M0010

SERVICES

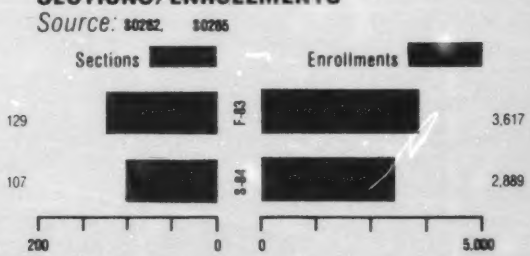
METHOD OF INSTRUCTION BY TERM

Source: S0285



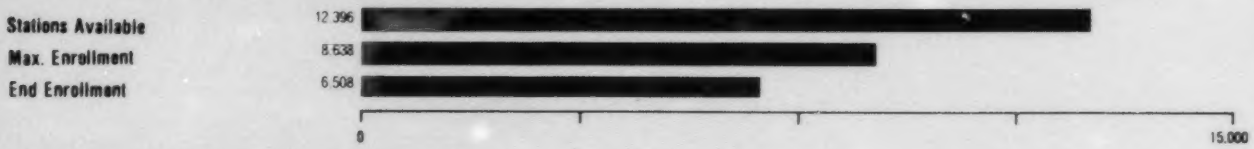
SECTIONS/ENROLLMENTS

Source: S0282, S0285



FACILITIES

Source: S0263, S0280

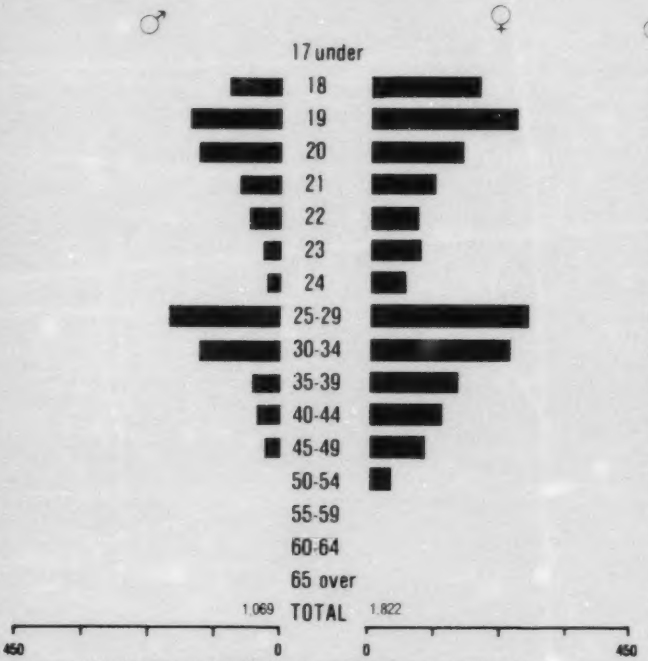


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

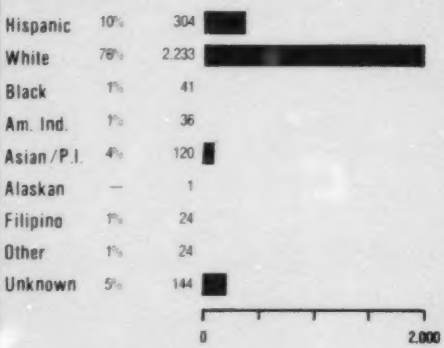
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	7	19	14	14	28	.96
18	108	194	282	22	304	10.39
19	134	234	327	46	373	12.74
20	125	161	251	44	295	10.08
21	83	110	141	53	194	6.63
22	63	81	99	47	146	4.99
23	37	80	60	57	117	4.00
24	34	68	53	49	102	3.48
25-29	175	249	196	232	428	14.62
30-34	121	210	152	184	336	11.48
35-39	64	153	84	135	219	7.48
40-44	41	118	56	105	161	5.50
45-49	34	75	38	73	111	3.79
50-54	20	43	15	48	63	2.15
55-59	15	14	11	18	29	.99
60-64	3	4	1	6	7	.24
65 over	5	6	4	7	11	.38

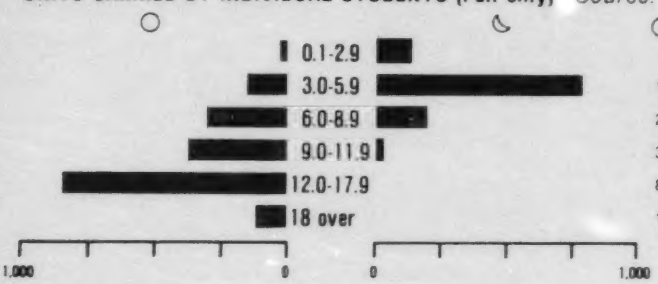
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

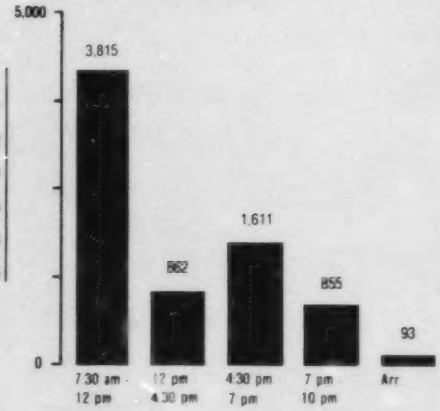
Source: S0281



Units	○	%	☾	%	TOT	%
0.1-2.9	43	2.41	130	11.38	173	5.91
3.0-5.9	188	10.53	758	66.37	946	32.32
6.0-8.9	267	14.96	185	16.20	452	15.44
9.0-11.9	322	18.04	54	4.73	376	12.85
12.0-17.9	861	48.24	15	1.31	876	29.93
18 over	104	5.83	—	—	104	3.55

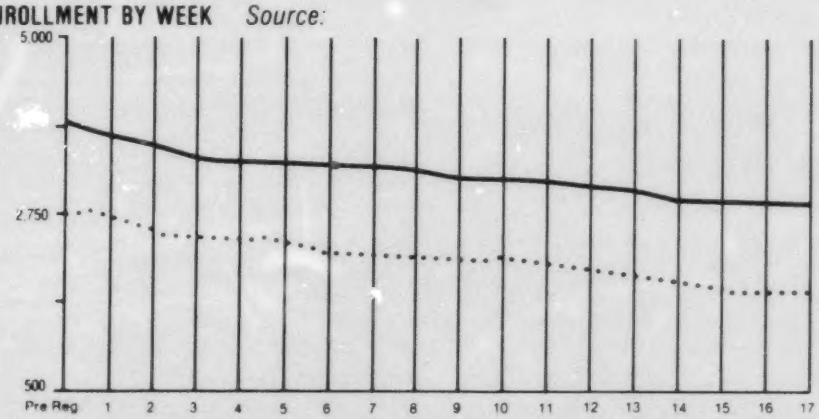
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0290



ENROLLMENT BY WEEK

Source:



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 2,927

Spring 2,318

Offerings in the Engineering, Mathematics and Physical Sciences division are designed to meet the needs of transfer students, non-transfer students and community residents who desire general education courses or vocational courses.

The major disciplines within the division include architecture, astronomy, chemistry, earth science, physical science, and physics.

The A.S. degree is offered in architecture, engineering, engineering technology, drafting technology, physical sciences, water treatment and quality control; the A.A. is offered in mathematics and science.

2. The student who is interested in the more practical aspects of engineering and wishes either to transfer to a four-year Engineering Technology or a four-year Industrial Technology Program or to obtain a position in private industry or one of the state or federal agencies after two years of study. Students following this program may choose to work as an engineering technician after graduation from Modesto Junior College.

The division offers courses designed for:

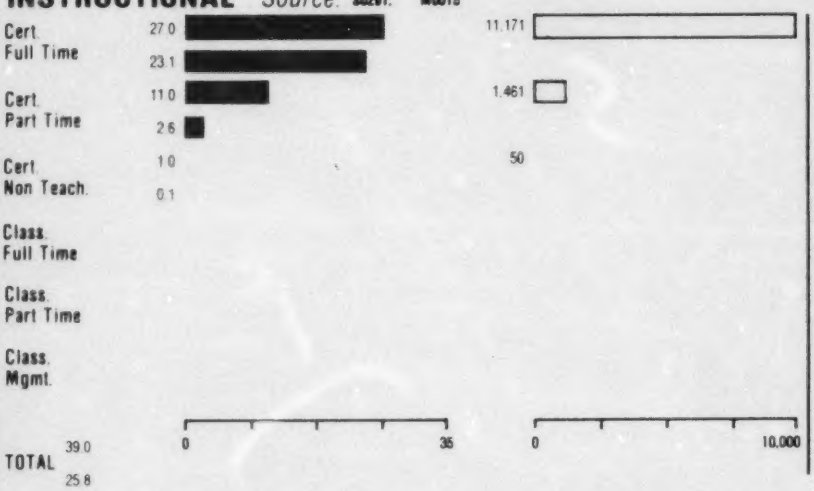
1. The student whose goal is a professional degree in architecture, astronomy, chemistry, computer science, engineering, geology, mathematics, meteorology, oceanography, physics, and statistics.

STAFF

INDIVIDUAL FTE WSCH

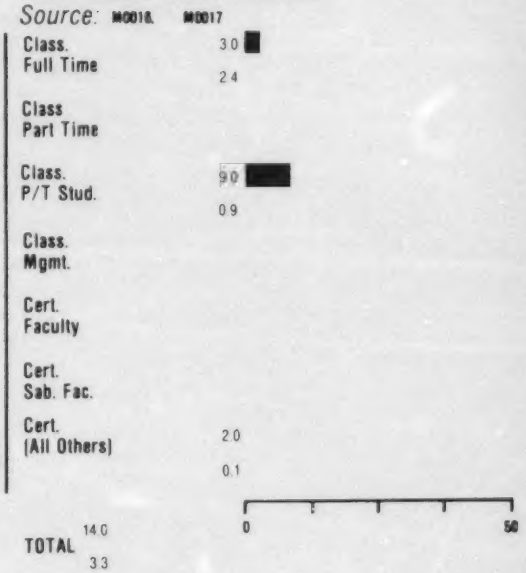
INSTRUCTIONAL

Source: S0291, M0015



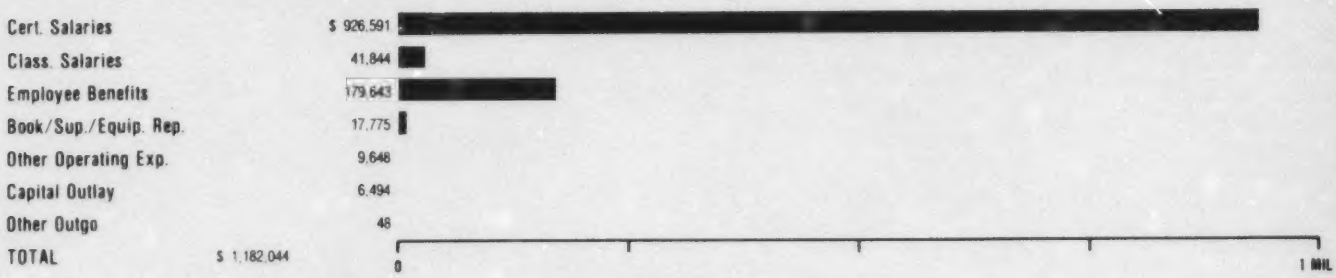
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

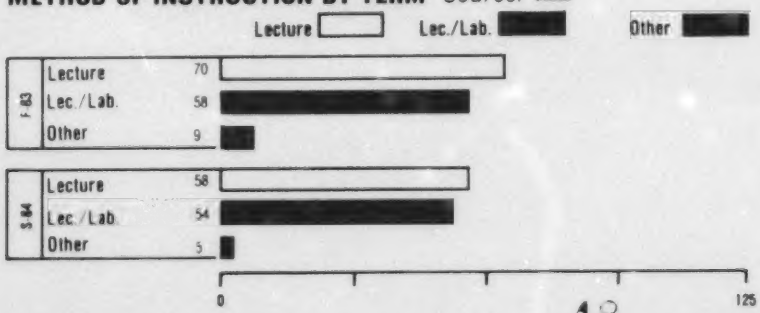
Source: M0010



SERVICES

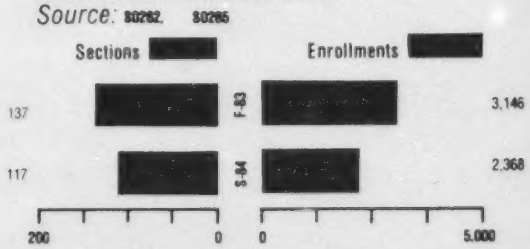
METHOD OF INSTRUCTION BY TERM

Source: S0285



SECTIONS/ENROLLMENTS

Source: S0282, S0285



FACILITIES

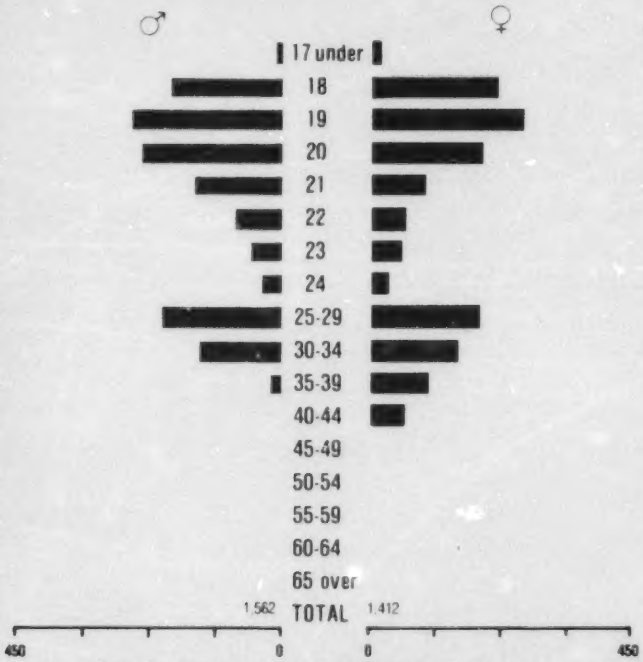
Source: S0253, S0280

STUDENTS

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

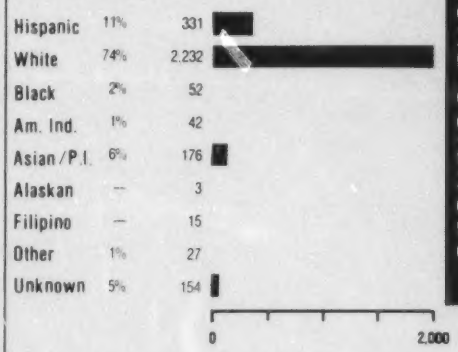
Source: S0281



Age	♂	♀	○	☾	TOT	%
17 under	33	25	33	26	59	1.95
18	205	220	399	29	428	14.12
19	285	260	543	23	566	18.67
20	259	180	418	31	449	14.81
21	130	87	197	22	219	7.22
22	92	64	143	14	157	5.18
23	69	51	97	24	121	3.99
24	54	42	71	26	97	3.20
25-29	217	173	278	118	396	13.06
30-34	123	126	182	72	254	8.38
35-39	44	90	86	52	138	4.55
40-44	25	52	41	39	80	2.64
45-49	15	23	20	18	38	1.25
50-54	8	8	6	10	16	.53
55-59	2	6	4	4	8	.26
60-64	—	2	—	2	2	.07
65 over	1	2	1	2	3	.10

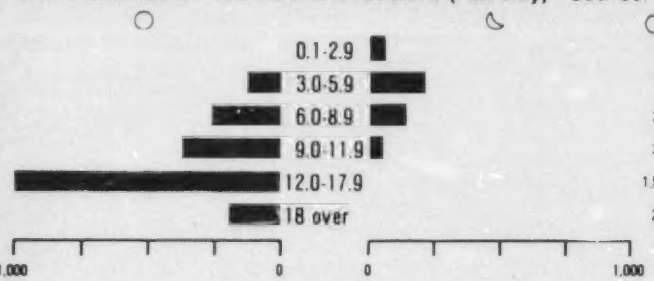
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

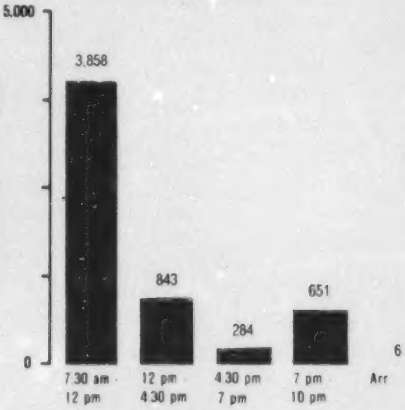
Source: S0281



Units	○	%	☾	%	TOT	%
0.1-2.9	23	.91	60	13.39	83	2.80
3.0-5.9	119	4.73	195	43.53	314	10.60
6.0-8.9	253	10.06	121	27.01	374	12.62
9.0-11.9	374	14.87	52	11.61	426	14.38
12.0-17.9	1,544	61.39	20	4.46	1,564	52.78
18 over	202	8.03	—	—	202	6.82

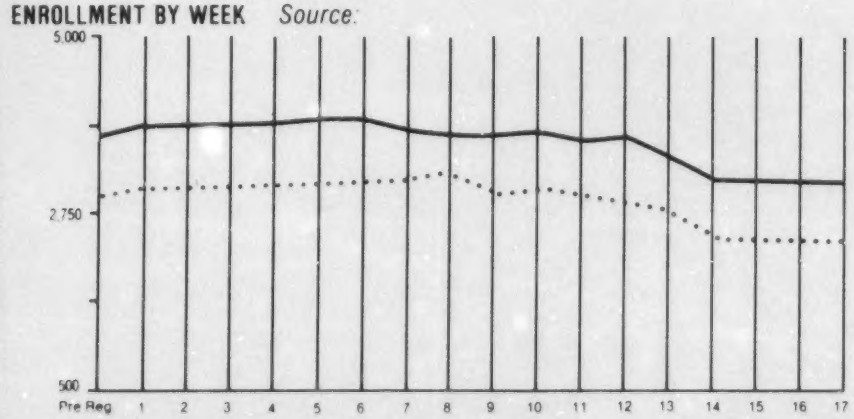
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0280



ENROLLMENT BY WEEK

Source:



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 3,032

Spring 2,386

The Health Occupations Division offers study in the areas of nursing, dental and medical assisting, and respiratory therapy.

The two-year Dental Assisting program leads to an A.S. degree and is approved by the Council on Dental Education of the American Dental Assoc. Graduates are eligible for national certification as a Certified Dental Assistant and state licensure as a Registered Dental Assistant by examination.

The two-year Medical Assistant program leads to an A.S. degree and is accredited by the Committee on Allied Health Education and Accreditation. Graduates are eligible for national certification by examination.

The two year A.S. degree in Nursing is designed to prepare qualified students to take the NCLEX leading to licensure as a Registered Nurse.

The three-semester Vocational Nursing program is designed to prepare qualified students to take the California State Board Exam leading to licensure as an L.V.N.

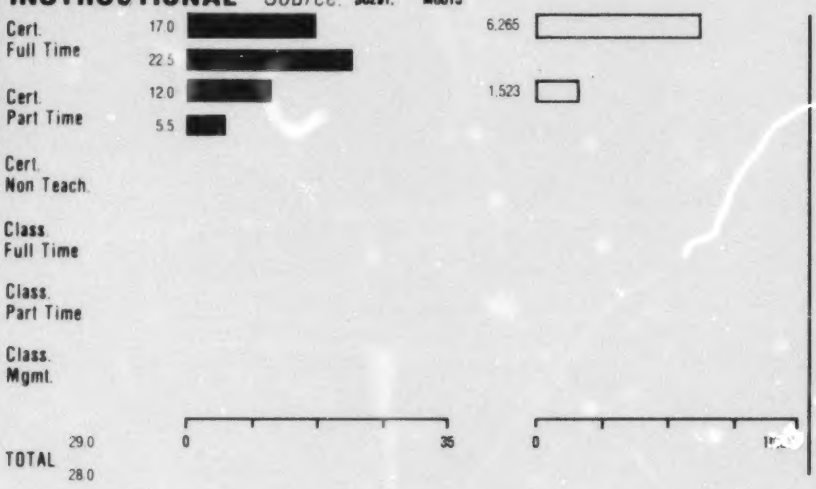
The one-year Respiratory Therapy Technician program is designed to prepare qualified students to take the state and national exams for certification as a Respiratory Care Practitioner.

STAFF

INDIVIDUAL FTE WSCH

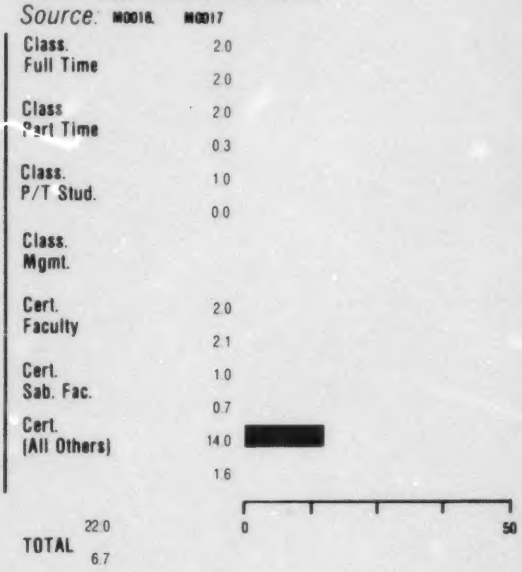
INSTRUCTIONAL

Source: S0291, M0015



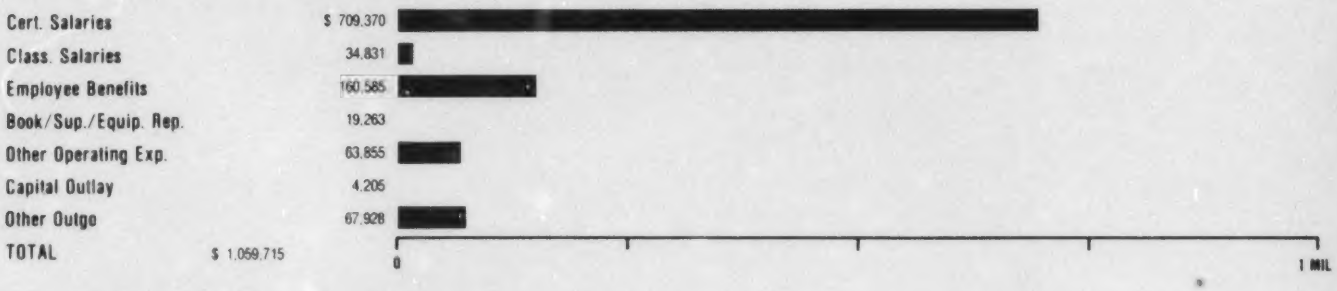
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

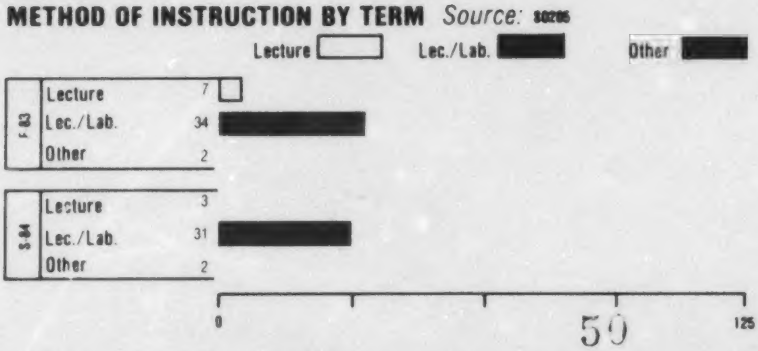
Source: M0010



SERVICES

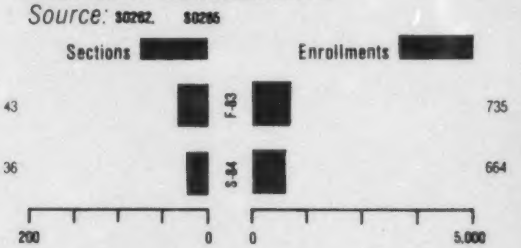
METHOD OF INSTRUCTION BY TERM

Source: S0295



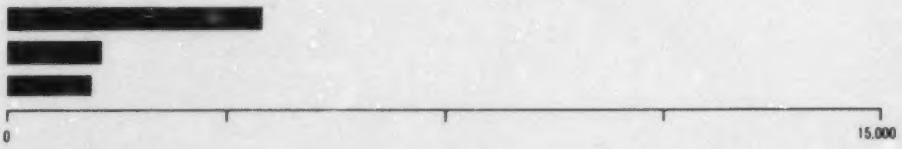
SECTIONS/ENROLLMENTS

Source: S0262, S0285



FACILITIES

Source S0263, S0280

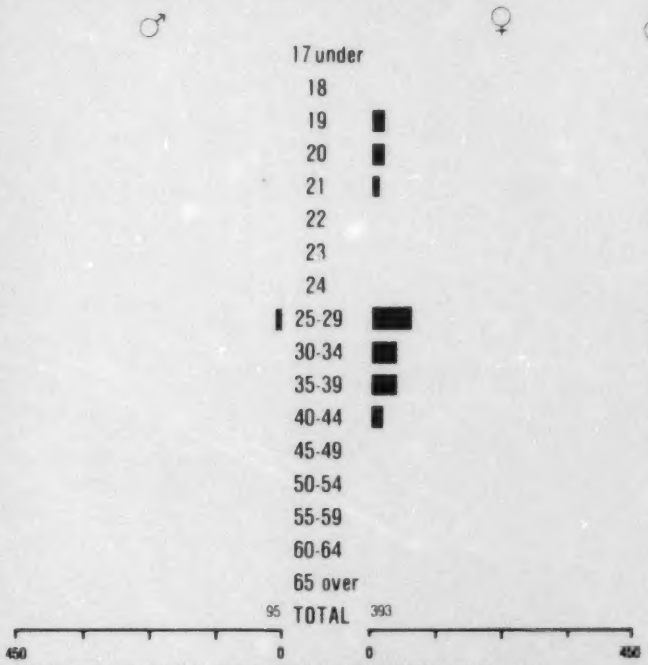


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

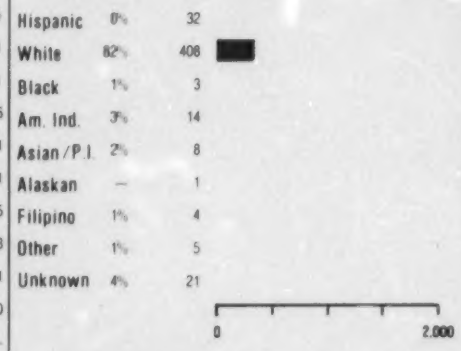
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



	♂	♀	○	☾	TOT	%
17 under	—	1	—	1	1	20
18	—	20	19	1	20	4.03
19	1	31	34	—	34	6.85
20	6	28	35	1	36	7.26
21	9	25	33	2	35	7.06
22	12	18	25	5	30	6.05
23	5	18	16	7	23	4.64
24	3	19	13	9	22	4.44
25-29	26	73	71	28	99	19.96
30-34	12	58	53	18	71	14.31
35-39	10	55	53	14	67	13.51
40-44	6	24	23	7	30	6.05
45-49	4	14	14	4	18	3.63
50-54	1	6	6	1	7	1.41
55-59	—	2	2	—	2	.40
60-64	—	—	—	—	—	—
65 over	—	1	1	—	1	20

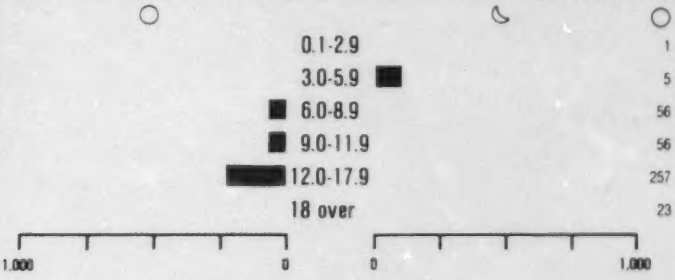
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

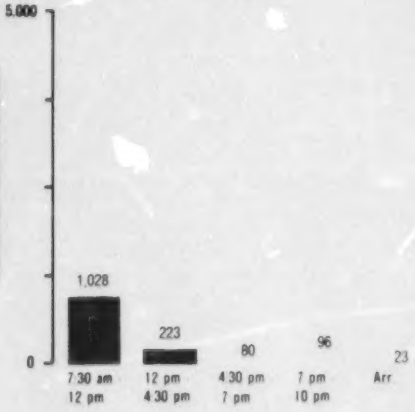
Source: S0281



	○	%	☾	%	TOT	%
0.1-2.9	1	.25	3	3.06	4	.81
3.0-5.9	5	1.26	78	79.59	83	16.73
6.0-8.9	56	14.07	14	14.29	70	14.11
9.0-11.9	56	14.07	3	3.06	59	11.90
12.0-17.9	257	64.57	—	—	257	51.81
18 over	23	5.78	—	—	23	4.64

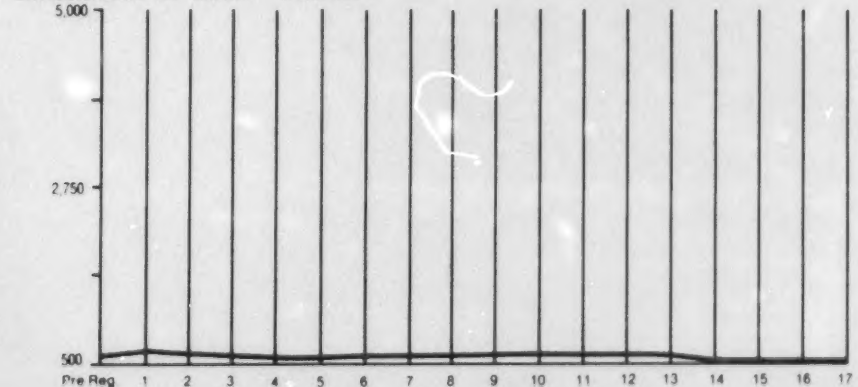
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0288



ENROLLMENT BY WEEK

Source:



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 496

Spring 481

Offerings are designed to meet the needs of vocational and transfer students as well as those who desire specialized courses. In Home Economics, the central focus is on the interests and well being of families and consumers. Areas of specialization are Child Development, Family Life, Foods and Nutrition, Food Service, Fashion Merchandising, Housing and Interiors, and Textiles and Clothing. Completion of lower division courses leading to professional preparation offers opportunities for employment in a wide variety of career fields in education, business, industry, and public service.

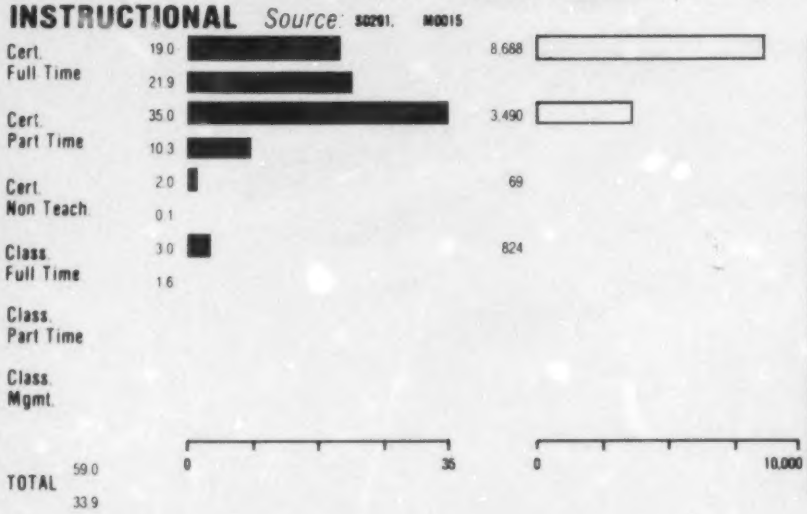
Trade and Technical Education offers vocational, training, in skilled trades, service occupations, and semi-professional occupations. The main function of the Trade and Technical area is to prepare students for employment, retrain people for new jobs, and upgrade skills. Areas of specialization are Auto Body, Auto Technology, Electronics, Machine Shop, Printing, Welding and Sheet Metal. Courses reflect practices and procedures used in industry.

STAFF

INDIVIDUAL FTE WSCH

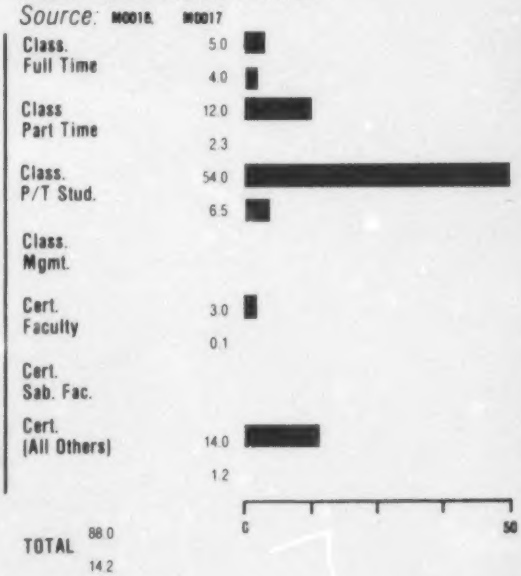
INSTRUCTIONAL

Source: S0291, M0015



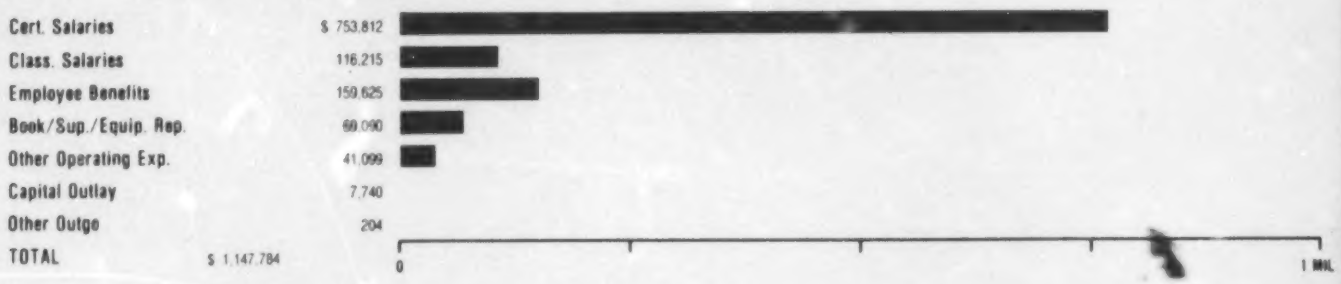
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

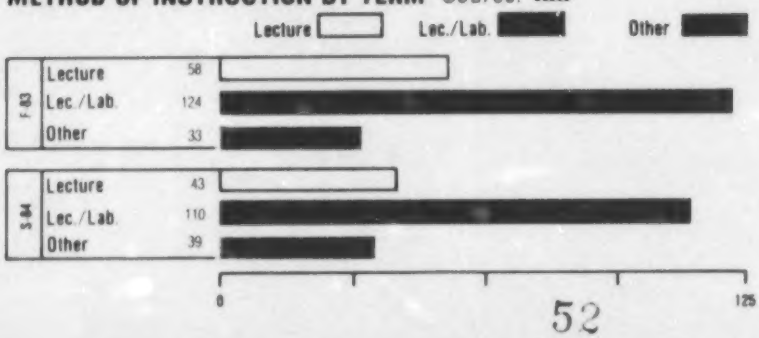
Source: M0010



SERVICES

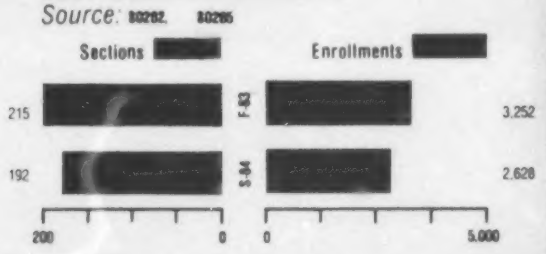
METHOD OF INSTRUCTION BY TERM

Source: S0285



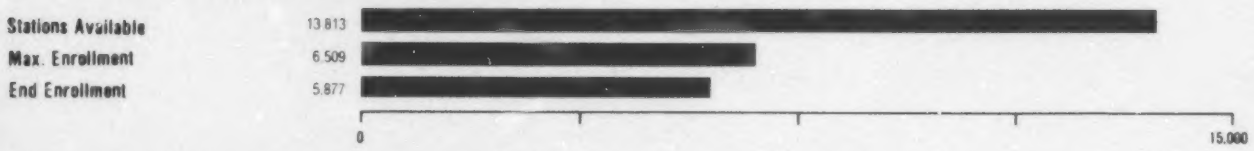
SECTIONS/ENROLLMENTS

Source: S0282, S0285



FACILITIES

Source: S0263, S0290

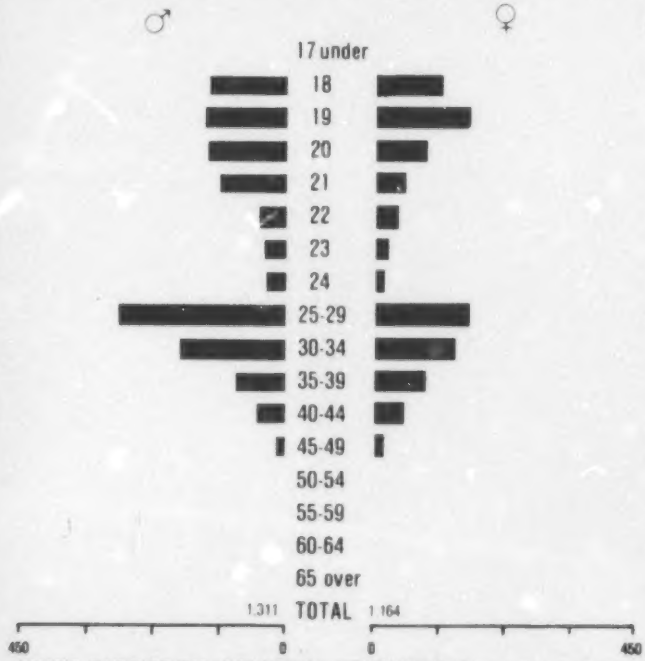


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0291

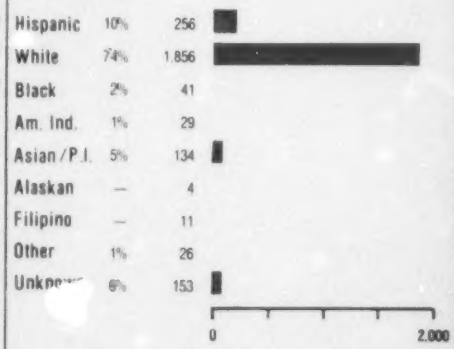
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	12	13	13	13	26	1.04
18	122	114	194	42	236	9.40
19	125	156	254	33	287	11.43
20	122	106	194	39	233	9.28
21	111	68	125	54	179	7.13
22	56	50	79	28	107	4.26
23	48	38	54	35	89	3.55
24	43	31	44	31	75	2.99
25-29	294	176	252	221	473	18.84
30-34	166	154	187	141	328	13.07
35-39	89	102	111	84	195	7.77
40-44	53	63	52	64	116	4.62
45-49	35	31	33	34	67	2.67
50-54	14	24	23	15	38	1.51
55-59	10	9	9	11	20	80
60-64	9	12	13	9	22	88
65 over	2	16	16	2	18	72

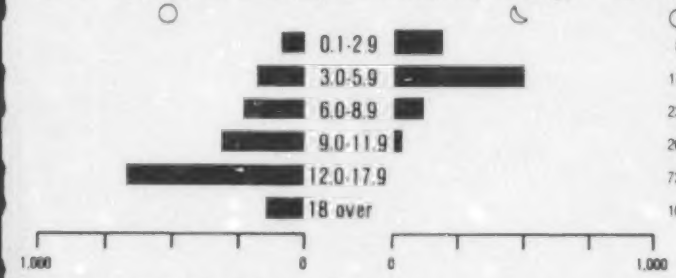
ETHNIC BREAKDOWN (Fall only)

Source: S0291



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

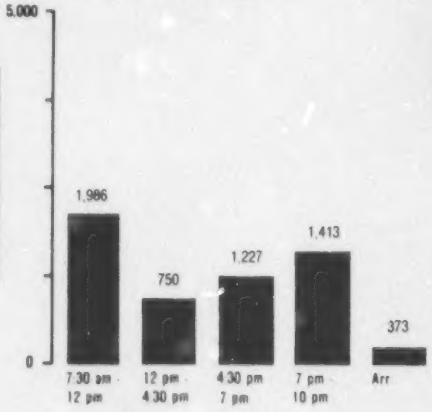
Source: S0291



Units	○	%	☾	%	TOT	%
0.1-2.9	86	5.41	190	22.46	276	11.33
3.0-5.9	173	10.87	447	52.84	620	25.44
6.0-8.9	233	14.64	141	16.67	374	15.35
9.0-11.9	265	16.66	49	5.79	314	12.88
12.0-17.9	726	45.63	19	2.25	745	30.57
18 over	108	6.79	—	—	108	4.43

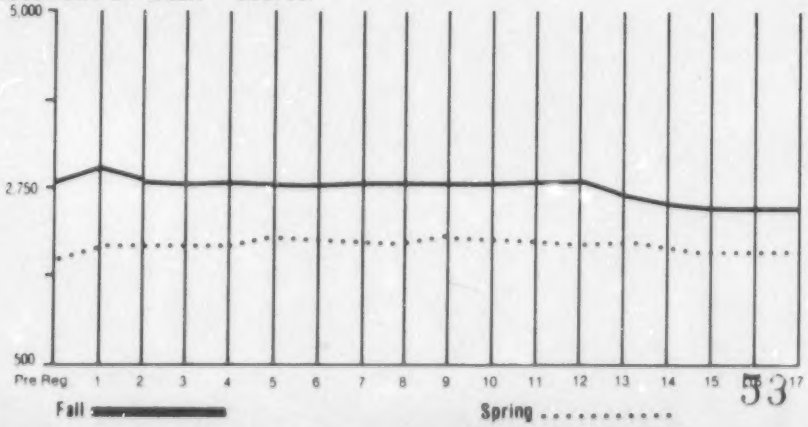
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0290



ENROLLMENT BY WEEK

Source:



TOTAL INDIVIDUALS ENROLLED

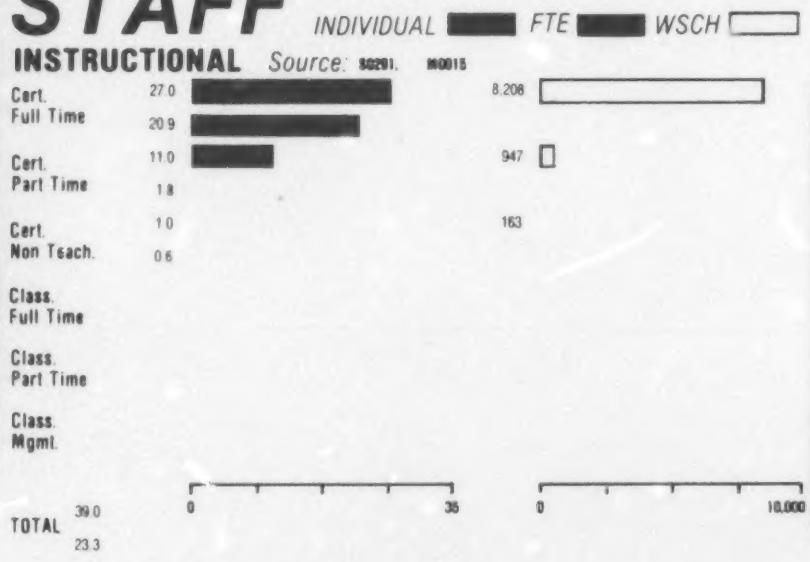
Source: S0291

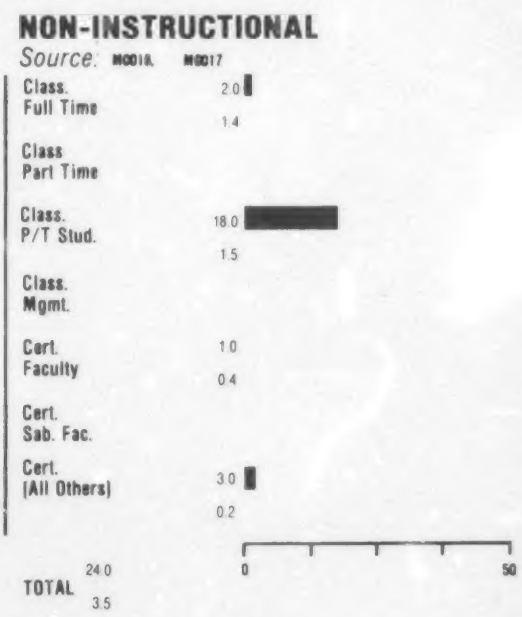
Fall 2,510

Spring 1,997

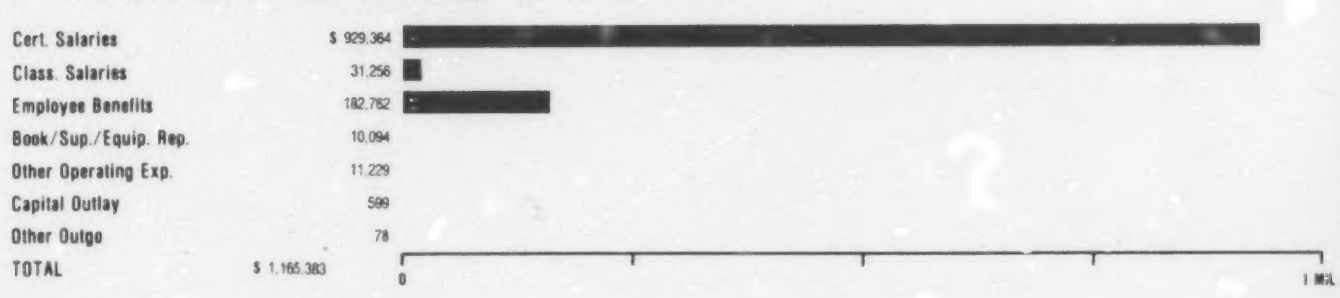
The Literature and Language Arts Division includes instruction in four disciplines: English, English-As-A-Second Language, foreign language, and journalism. Included in the curriculum are courses in literature, creative writing, film appreciation, folklore, conversational foreign language, newswriting, and mass media. A Division-developed placement instrument is used to determine student entry into composition courses. English-As-A-Second Language courses range from preliterate to precomposition (six core levels with six adjunct courses in reading, writing, and spoken English). The Division receives funding for ESL programs from the Department of Social Services (non-credit classes for refugees) and from the State Department of Education (non-credit classes for adults). ESL classes are taught on the east campus, the west campus, and in Riverbank, Hughson, Westley, and at several Modesto sites. The facilities of the Division include three language laboratories and an ESL Center. Instructional programs include non-credit, non-transfer, and transfer courses. The Division co-sponsors an annual Humanities Contest in which cash awards are given to talented students in the categories of poetry, prose fiction, and prose non-fiction.

STAFF

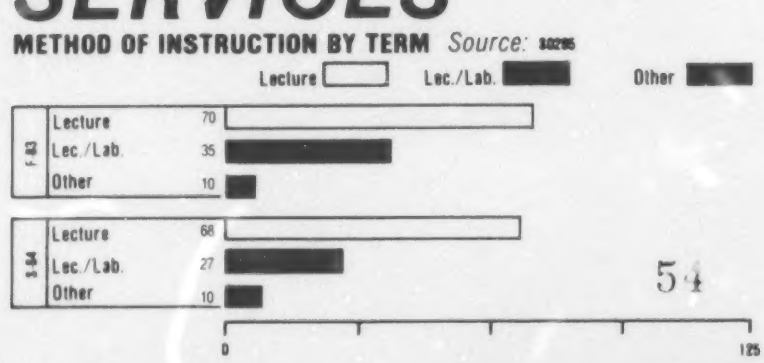


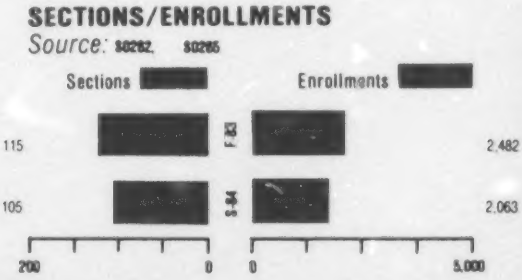


FINANCIAL



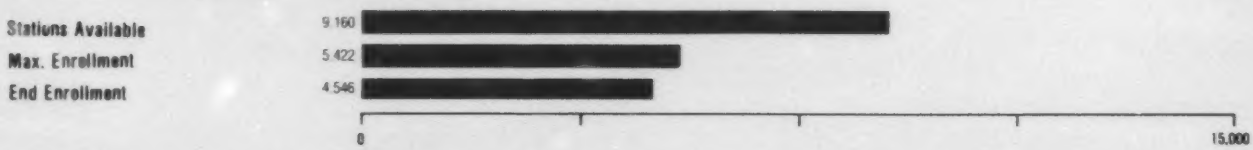
SERVICES





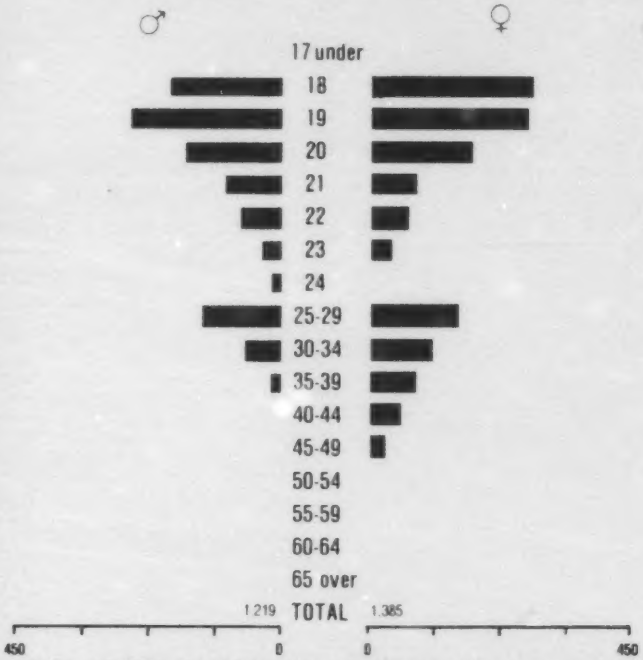
FACILITIES

Source: 30263, 30290



STUDENTS

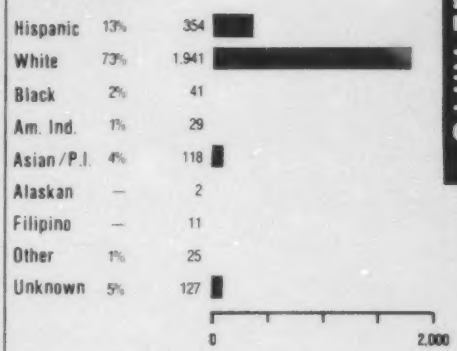
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: 30291



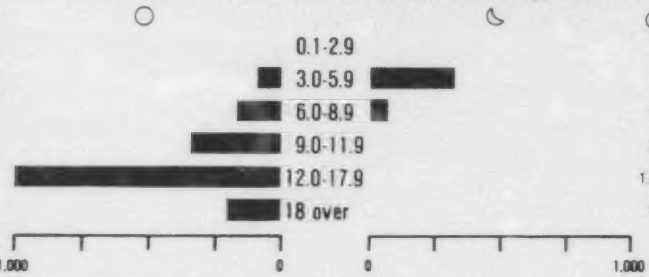
♂	♀	○	☾	TOT	%
15	22	24	14	38	1.44
209	267	468	10	478	18.05
242	260	513	7	520	19.64
199	155	345	15	360	13.60
96	75	160	13	173	6.53
73	69	133	10	143	5.40
48	41	74	16	90	3.40
38	26	54	11	65	2.45
135	139	204	74	278	10.50
71	117	131	58	189	7.14
34	78	57	58	115	4.34
18	58	38	38	76	2.87
13	31	23	21	44	1.66
7	15	8	16	24	.91
6	16	5	18	23	.87
4	6	1	10	11	.42
11	10	2	19	21	.79

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

ETHNIC BREAKDOWN (Fall only)
Source: 30291

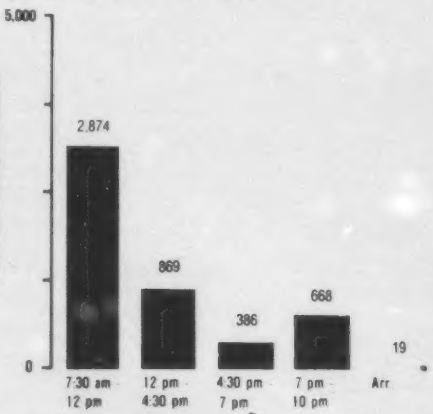


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: 30291

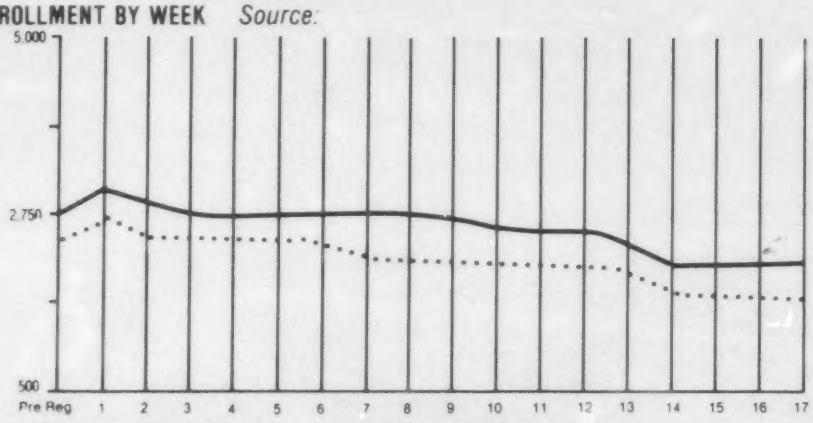


○	%	☾	%	TOT	%
10	45	—	—	10	38
86	3.84	290	71.08	376	14.20
186	8.30	70	17.16	256	9.67
289	12.90	27	6.62	316	11.93
1,459	65.13	21	5.15	1,480	55.89
210	9.38	—	—	210	7.93

ENROLLMENTS BY TIME OF DAY
(Total Year) Source: 30290



ENROLLMENT BY WEEK Source:



TOTAL INDIVIDUALS ENROLLED
Source: 30291

Fall 2,648

Spring 2,217

The Physical Education program is based on needs and interests of students. Most activity and theory classes are co-educational, with staff and facilities used interchangeably. In addition to regular physical education activity classes, theory classes for physical education majors are offered in aquatics, dance, gymnastics, and racket sports. Intercollegiate athletics are a part of the physical education department.

The Health Education program is designed to give majors an introduction to the field of health through basic health and safety courses.

The Recreation major is offered for students preparing for leadership, supervisory and administrative positions in public and private recreation agencies.

The division staff feels strongly that each student must have a knowledge of his own body and an increasing awareness of the importance of physical fitness and the many elements of lifestyles that influence health.

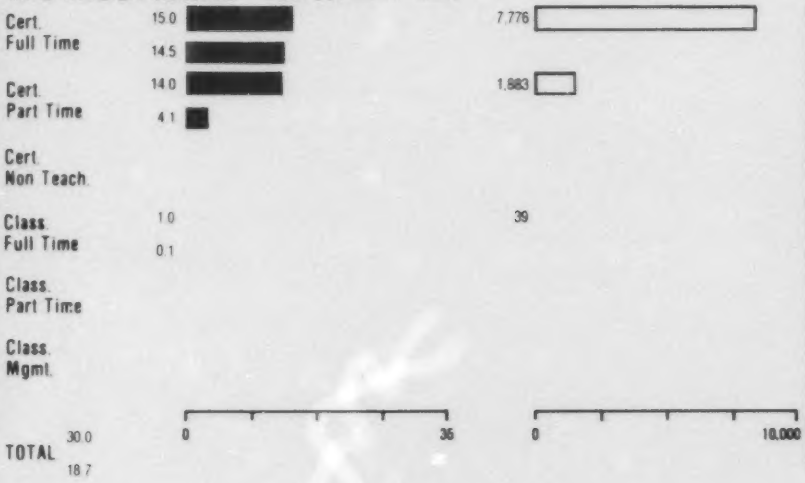
To maintain a broad intercollegiate sports program has always been the goal of the division. This goal requires an expenditure on the part of the college that raises the cost per student average of the division. Because of the exposure offered the school by our athletic program we feel this expenditure is more than justified.

STAFF

INDIVIDUAL FTE WSCH

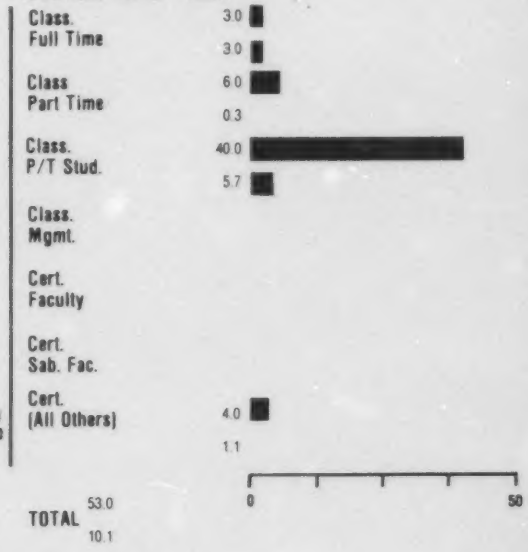
INSTRUCTIONAL

Source: S0291, M0015



NON-INSTRUCTIONAL

Source: M0018, M0017



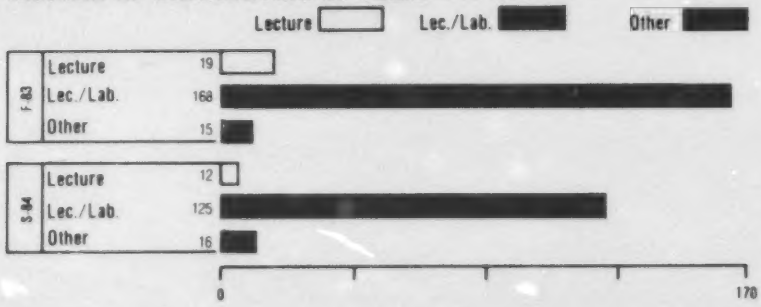
FINANCIAL

Source: M0010

SERVICES

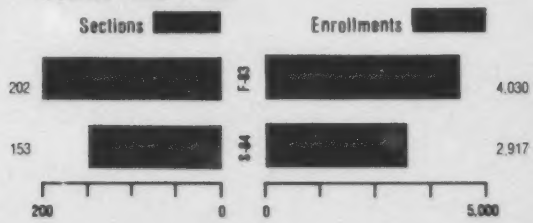
METHOD OF INSTRUCTION BY TERM

Source: S0295



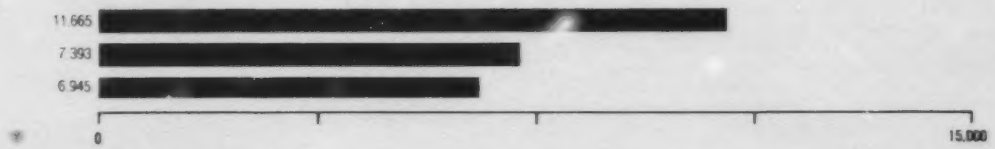
SECTIONS/ENROLLMENTS

Source: S0292, S0295



FACILITIES

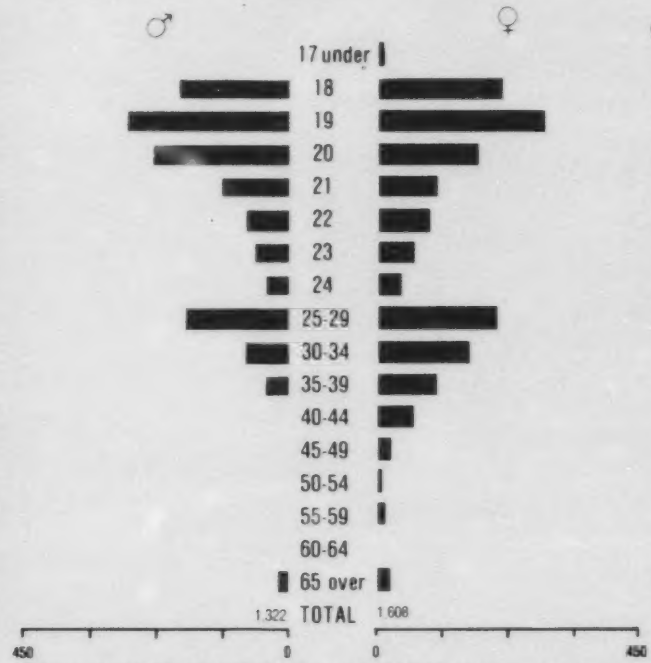
Source: 80263, 80280



STUDENTS

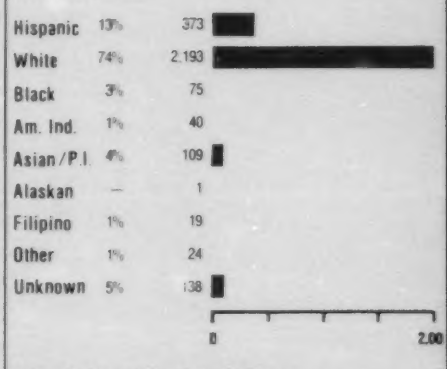
INDIVIDUALS ENROLLED BY AGE & SEX (Fall only) Source: 80281

♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total

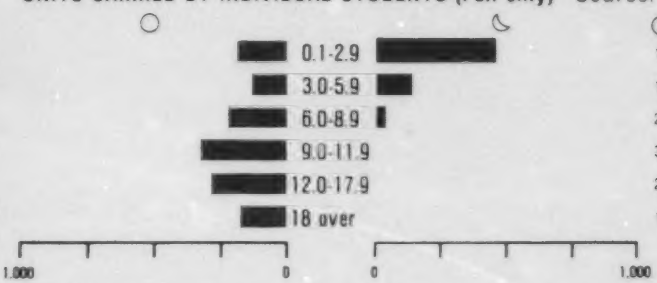


Age	♂	♀	○	☾	TOT	%
17 under	4	27	15	17	32	1.08
18	196	211	393	18	411	13.83
19	271	280	544	20	564	18.98
20	225	181	376	37	413	13.90
21	118	92	187	25	212	7.13
22	80	87	127	42	169	5.69
23	57	65	76	48	124	4.17
24	43	41	52	33	85	2.86
25-29	154	208	223	142	365	12.28
30-34	74	133	116	94	210	7.07
35-39	43	93	61	76	137	4.61
40-44	15	58	36	37	73	2.46
45-49	4	34	21	18	39	1.31
50-54	8	24	18	14	32	1.08
55-59	3	22	18	9	27	.91
60-64	5	15	14	6	20	.67
65 over	22	37	50	9	59	1.99

ETHNIC BREAKDOWN (Fall only)
Source: 80281

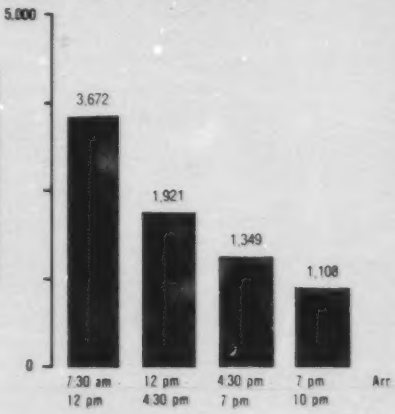


UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only) Source: 80281

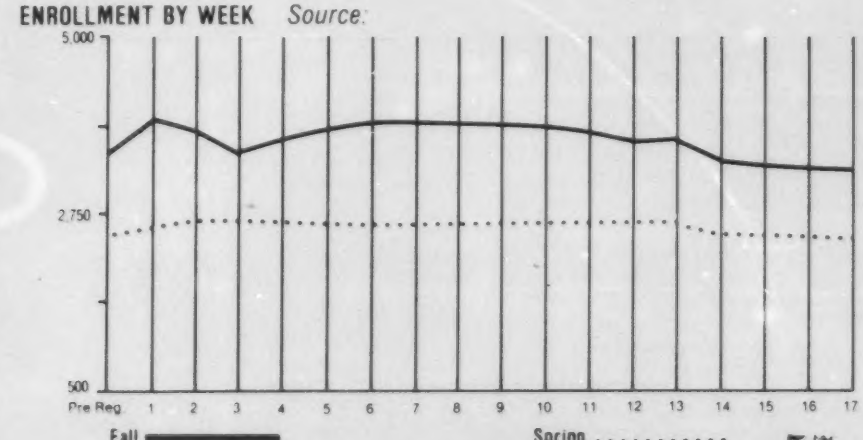


Units	○	%	☾	%	TOT	%
0.1-2.9	195	8.53	444	70.36	639	21.90
3.0-5.9	146	6.38	125	19.81	271	9.29
6.0-8.9	224	9.79	43	6.81	267	9.15
9.0-11.9	328	14.34	12	1.90	340	11.65
12.0-17.9	219	53.30	7	1.11	1,226	42.02
18 over	175	7.65	—	—	175	6.00

ENROLLMENTS BY TIME OF DAY (Total Year) Source: 80288



ENROLLMENT BY WEEK Source:



TOTAL INDIVIDUALS ENROLLED
Source: 80281

Fall 2,972

Spring 2,305

For 1983-84 instructional activities which have not been assigned to specific instructional units due to their general nature, as well as true interdisciplinary courses, are reported here.

Interdisciplinary studies are offered in Liberal Arts and Sciences, Biological and Physical Sciences, and Humanities and Fine Arts.

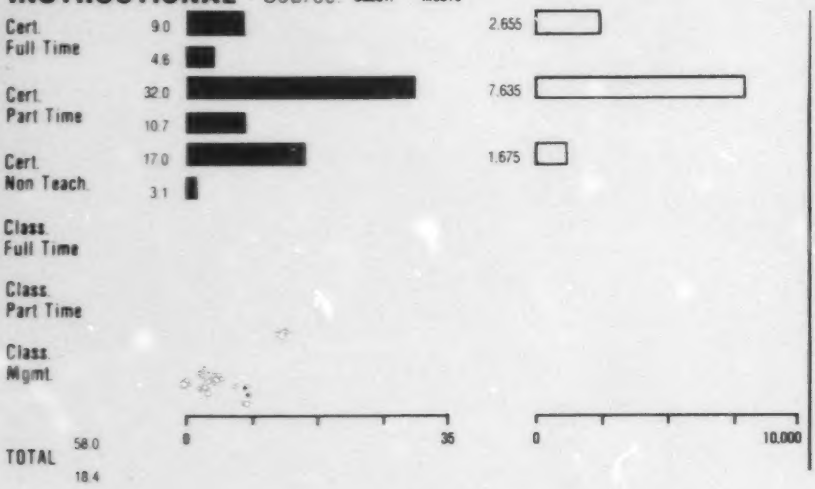
Also included are General Education, Skills Development, and Library Science.

STAFF

INDIVIDUAL FTE WSCH

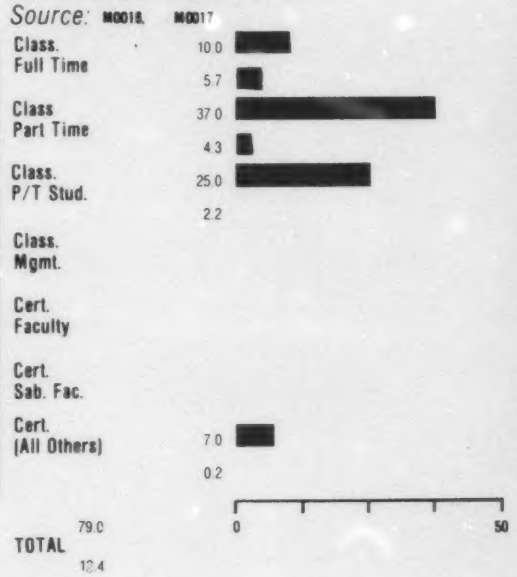
INSTRUCTIONAL

Source: S0291, M0015



NON-INSTRUCTIONAL

Source: M0018, M0017



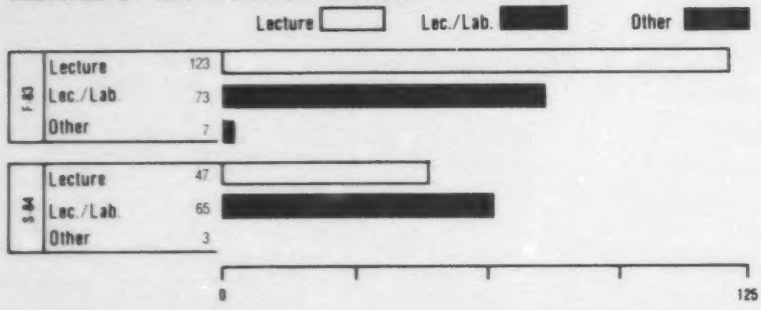
FINANCIAL

Source: M0810

SERVICES

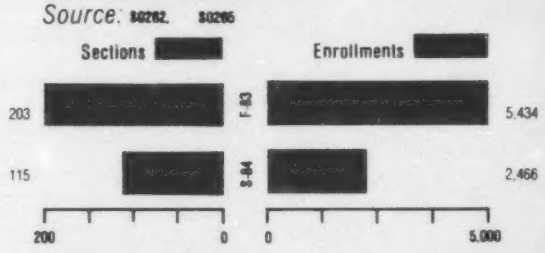
METHOD OF INSTRUCTION BY TERM

Source: S0285



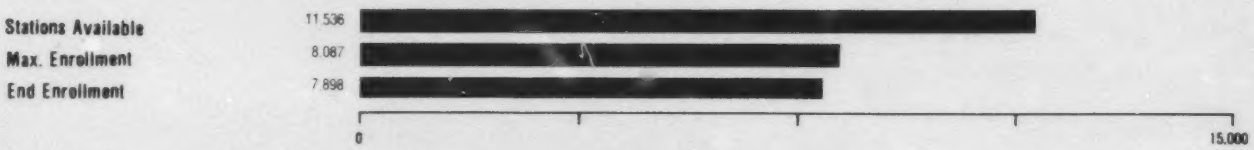
SECTIONS/ENROLLMENTS

Source: S0262, S0285



FACILITIES

Source: S0283, S0280

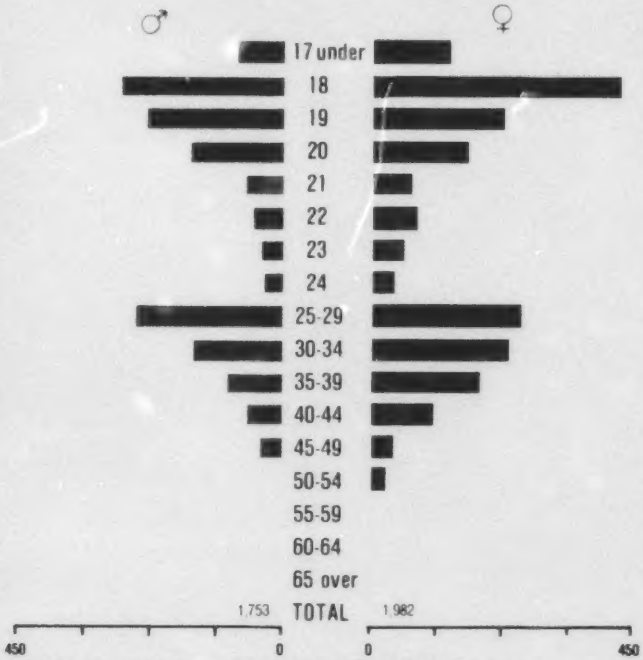


STUDENTS

INDIVIDUALS ENROLLED BY AGE & SEX (Fall only)

Source: S0281

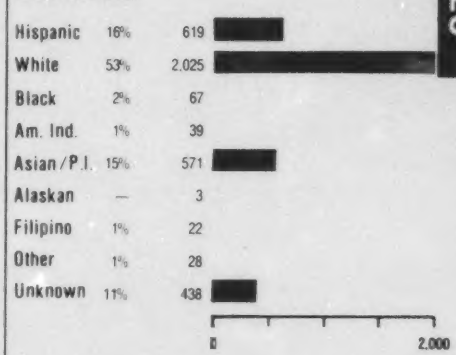
♂ = Male
♀ = Female
○ = Day
☾ = Night
TOT = Total
% = Percent of total



Age	♂	♀	○	☾	TOT	%
17 under	91	127	43	177	220	5.77
18	320	438	607	157	764	20.04
19	239	226	391	86	477	12.51
20	153	133	221	72	293	7.69
21	87	76	123	42	165	4.33
22	67	74	98	44	142	3.73
23	58	60	86	35	121	3.17
24	56	50	68	44	112	2.94
25-29	241	240	333	159	492	12.91
30-34	138	203	257	93	350	9.18
35-39	103	141	165	86	251	6.58
40-44	82	95	129	54	183	4.80
45-49	64	45	79	31	110	2.89
50-54	22	38	47	14	61	1.60
55-59	18	17	26	10	36	.94
60-64	7	9	13	4	17	.45
65 over	6	9	15	1	16	.42

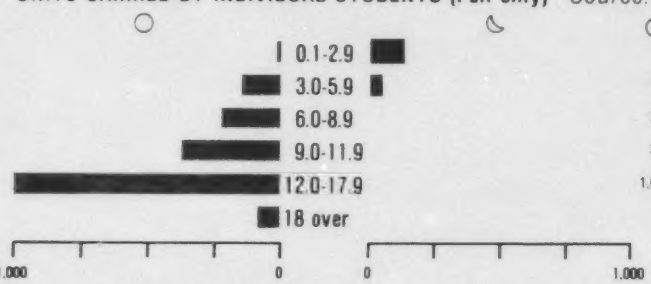
ETHNIC BREAKDOWN (Fall only)

Source: S0281



UNITS CARRIED BY INDIVIDUAL STUDENTS (Fall only)

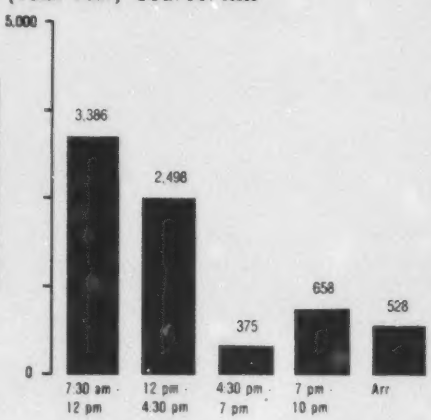
Source: S0281



Units	○	%	☾	%	TOT	%
0.1-2.9	43	2.25	112	58.33	155	7.37
3.0-5.9	138	7.22	50	26.04	188	8.94
6.0-8.9	242	12.66	17	8.85	259	12.32
9.0-11.9	327	17.11	8	4.17	335	15.93
12.0-17.9	1,062	55.57	5	2.60	1,067	50.74
18 over	99	5.18	—	—	99	4.71

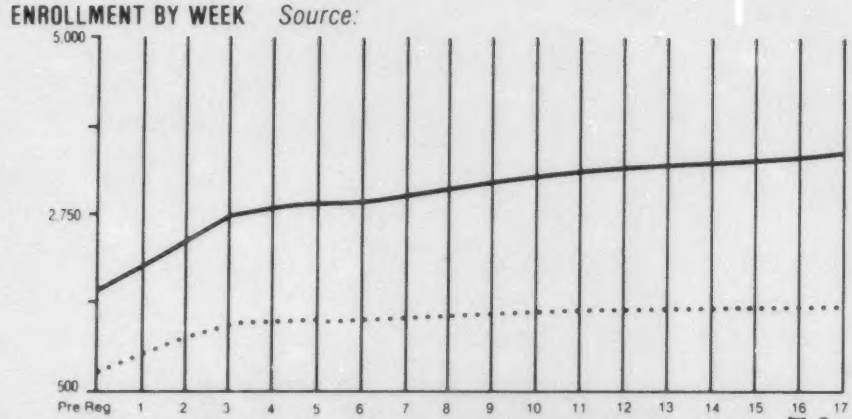
ENROLLMENTS BY TIME OF DAY (Total Year)

Source: S0280



ENROLLMENT BY WEEK

Source:



TOTAL INDIVIDUALS ENROLLED

Source: S0281

Fall 3,812

Spring 1,897

The Student Services in the college has as its chief function the facilitation of the education, growth, and development of students. This program is an organized pattern of services and activities that makes planned use of incentives and controls to assist each student to make full use of the college educational program.

Student Services is organized to provide the following essential functions:

I. **Functions Which Inform:** Pre-admissions information; orientation; general information; and interpreting College policy.

II. **Functions Which Evaluate:** Records; educational testing; applicant appraisal; follow-up; and evaluation.

III. **Functions Which Facilitate:** Student counseling; faculty advising; personal and skills development; health services; financial aids; career placement; student registration; disability services; and minority activities.

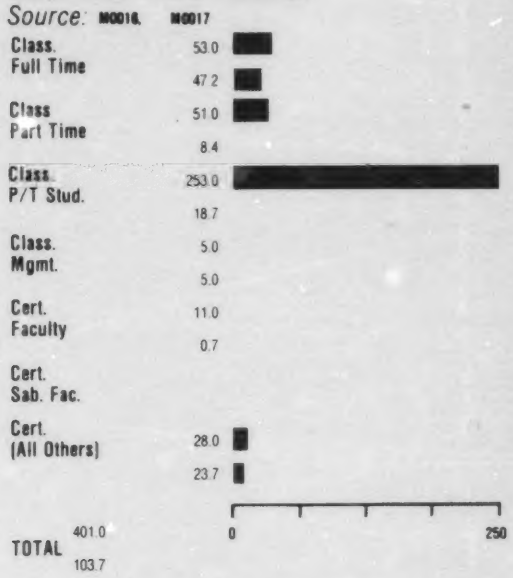
IV. **Functions Which Involve:** Activities; campus governance; and self-governance.

STAFF

INDIVIDUAL ■ *FTE* ■

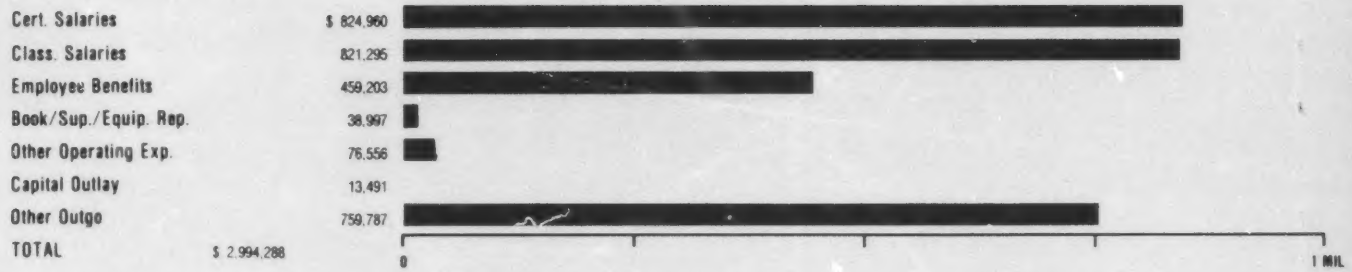
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



As the Chief Executive Officer of Modesto Junior College, the College President has the overall responsibility for the administration of the College and has three major areas that report directly to him. These are 1) Instructional Services, 2) Student Services, 3) Administrative Services and Community relations.

Two advisory groups to the President which assist in planning and policy making are 1) the Administrative Advisory Council, and 2) the President's Advisory Team.

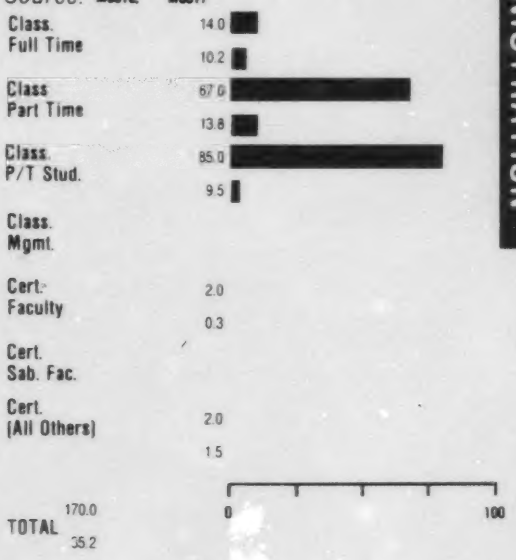
The majority of the general administration activities of the college are performed by the Administrative Services area which include 1) budget preparation and maintenance, 2) food services, 3) college bookstore, and 4) duplicating services.

STAFF

INDIVIDUAL *FTE*

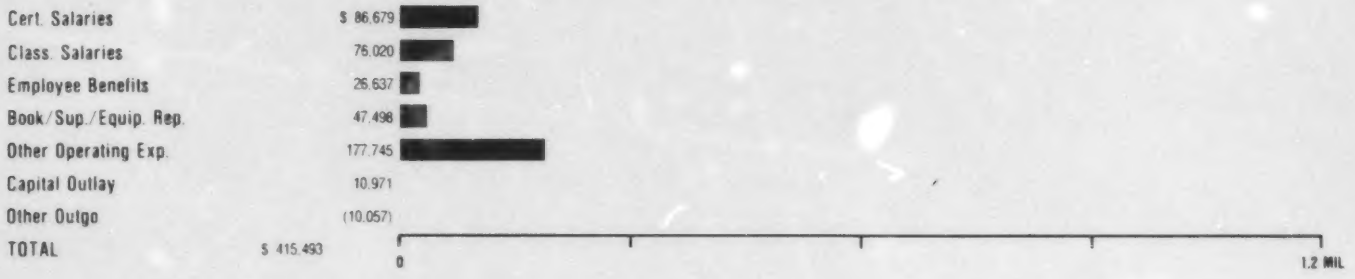
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



The Instructional Administration unit includes supervision and coordination of instructional curricula and special programs, capital budgets, business and food services, public information, parking and instructional support services. The unit, through its leadership, determines the organization and direction of the instructional programs of the college.

The unit, supervised by the Chief Instructional Officer, provides leadership in the administration and development of the instructional programs of the college, including credit programs, community service offerings, fee-funded courses, special events, film series, and the Great Valley Museum.

The unit includes supervision of instructional support services such as media and audio-visual services, learning resources, and the bookstore, all vital in the provision of quality instruction to the community.

Leadership is provided through the supervision and coordination of the instructional divisions, offices which organize fee-funded and summer schedules, support areas which provide instruction, and the major instructional committees of the college such as the Curriculum Committee.

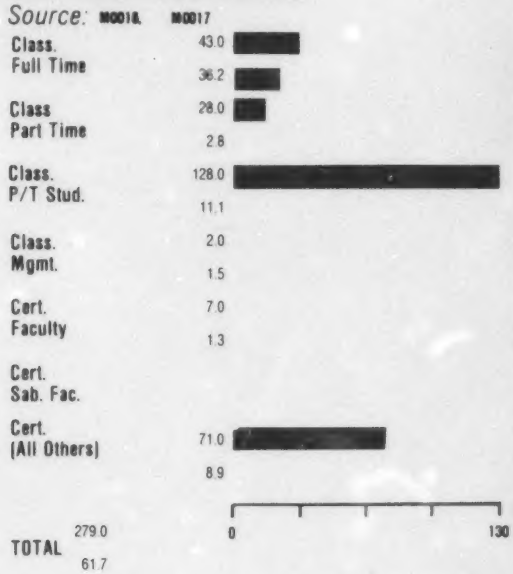
The unit includes development and funding of courses and programs; the selection, evaluation, and in-service training of qualified personnel; and the coordination of instructional needs with available support services.

STAFF

INDIVIDUAL ■ *FTE* ■

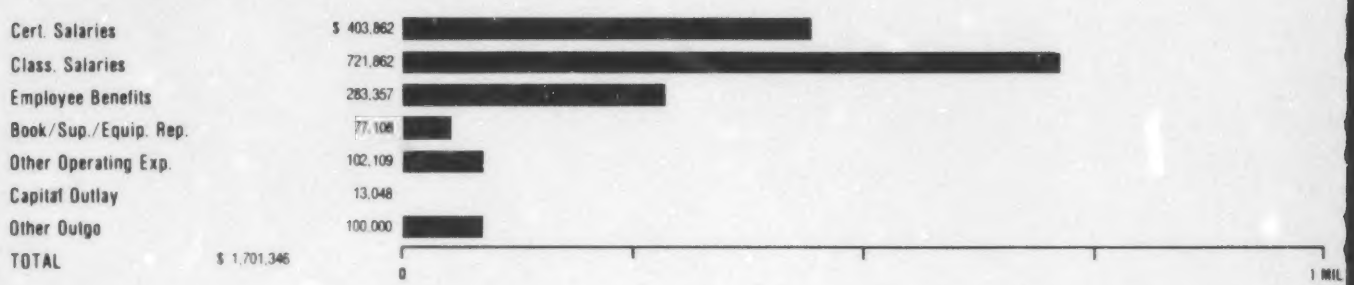
NON-INSTRUCTIONAL

Source: MD018, MD017



FINANCIAL

Source: MD010



General institutional services are those support services provided on each college campus which are coordinated and supervised by the Assistant Superintendent—Business Services for the District. Personnel carrying out these services work closely with college presidents and staff members in order to maintain the most positive learning environment possible.

Activities carried on by this unit consist of custodial services-cleaning and care of rooms and furnishings; grounds services—cleaning, caring for landscaping, irrigating, mowing and pruning; maintenance services—servicing and repair of buildings and equipment; utilities services—electric power, oil and gas.

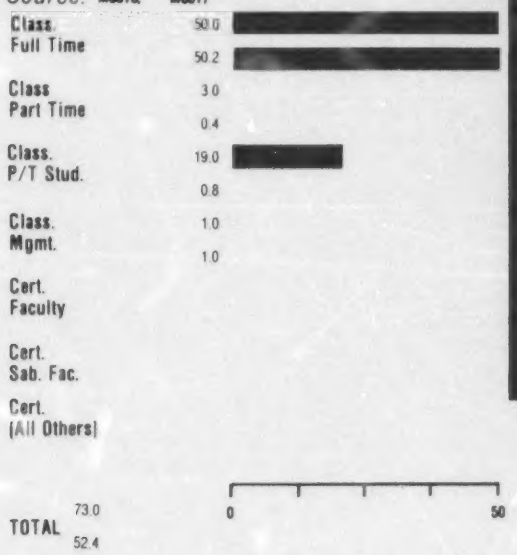
In addition, a transportation pool of vehicles with the necessary support personnel is provided for each campus.

STAFF

INDIVIDUAL *FTE*

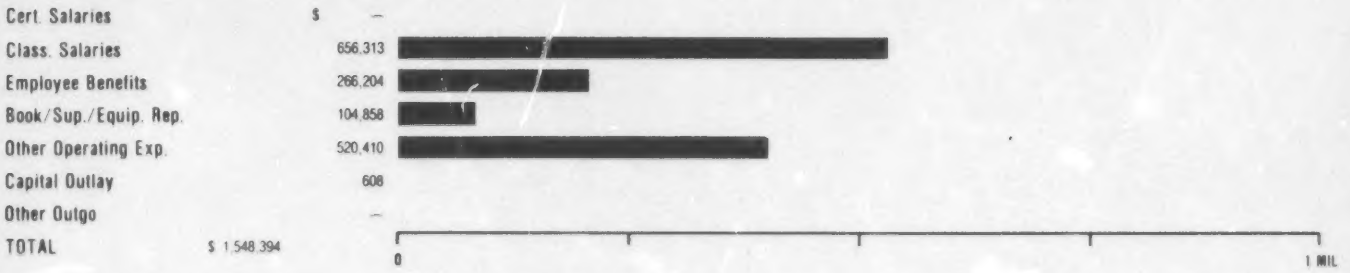
NON-INSTRUCTIONAL

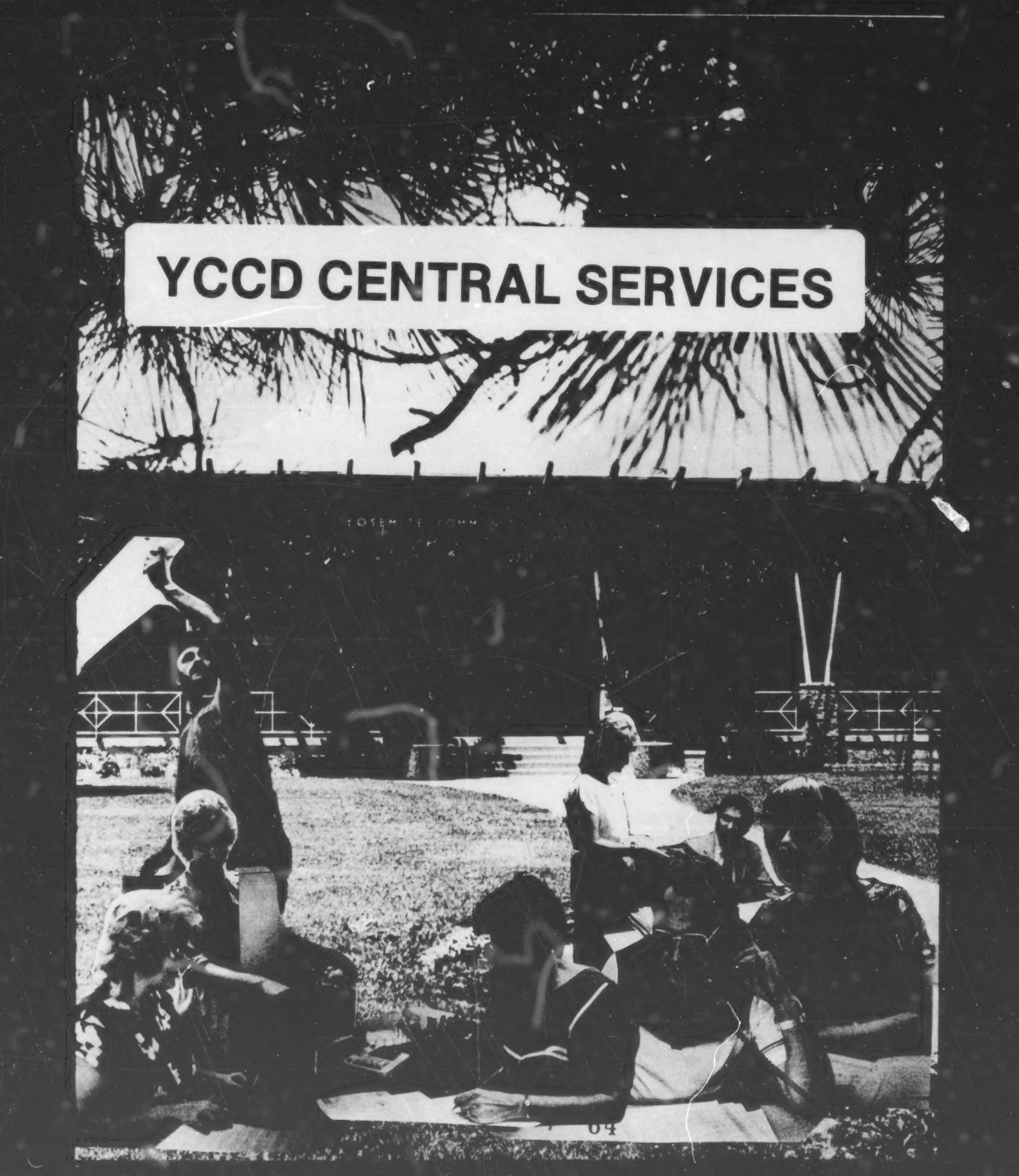
Source: MC016, MC017



FINANCIAL

Source: MC010





YCCD CENTRAL SERVICES

The major portion of all activities of the district are carried on in direct support of the colleges and are listed and accounted for in those sections. However, there are certain central services which provide general support to all areas. These include activities associated with the Board of Trustees, the Superintendent's Office, the Assistant Superintendent for Business Services' Office, the Personnel Office, and the Resource Development Office.

Of these, the major area in scope is the Assistant Superintendent for Business Services' Office which oversees the functions of purchasing, receiving, warehousing, budgeting, accounting, payroll, computer services, and transportation. In addition, certain maintenance and operational functions are centralized under tht office along with custodial and grounds care of the District Office facility.

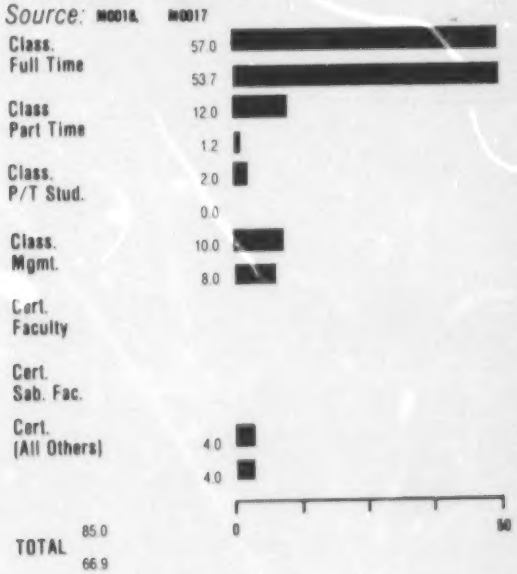
Information concerning staff and financial expenditures required to carry on these activities is summarized here.

STAFF

INDIVIDUAL ■ *FTE* ■

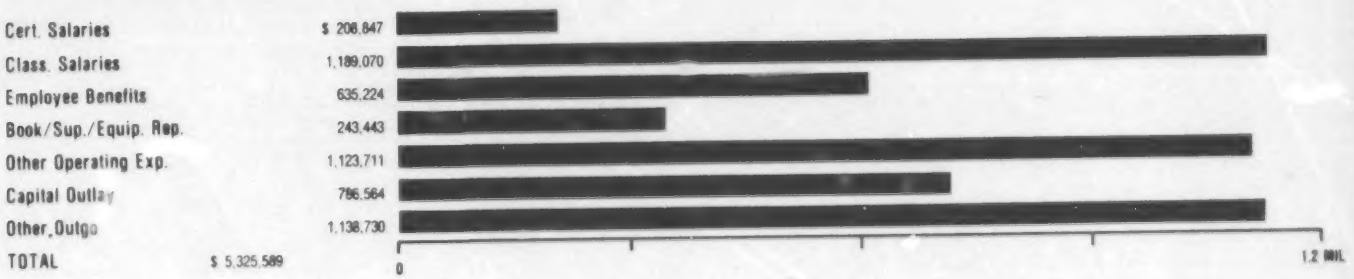
NON-INSTRUCTIONAL

Source: M0018, M0017



FINANCIAL

Source: M0010



As chief executive officer for the Board of Trustees, the Superintendent is responsible for administering Board adopted policies and executing all decisions of the Board requiring administrative action. Although primary responsibility for the instructional program has been delegated to College Presidents, the District Superintendent is ultimately responsible for the District's total operation, including instruction. The Superintendent acts as the professional adviser to the Board and keeps the Board informed regarding pending legislation which may affect the District. In addition to representing the Board in its relationship with citizens and social, civic educational and governmental agencies, the Superintendent serves as secretary to the Board in preparing agendas for Board meetings, organizing background material, preparing documents and signing legal papers.

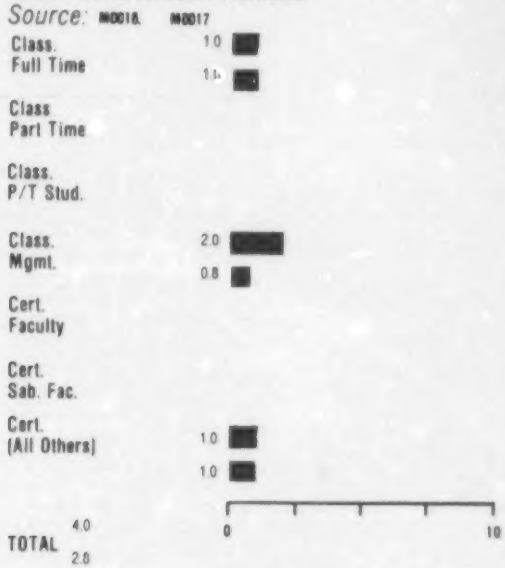
The staff and financial expenditures required to directly support the Superintendent's office in carrying out these duties are included in this unit summary.

STAFF

INDIVIDUAL ▬ *FTE* ▬

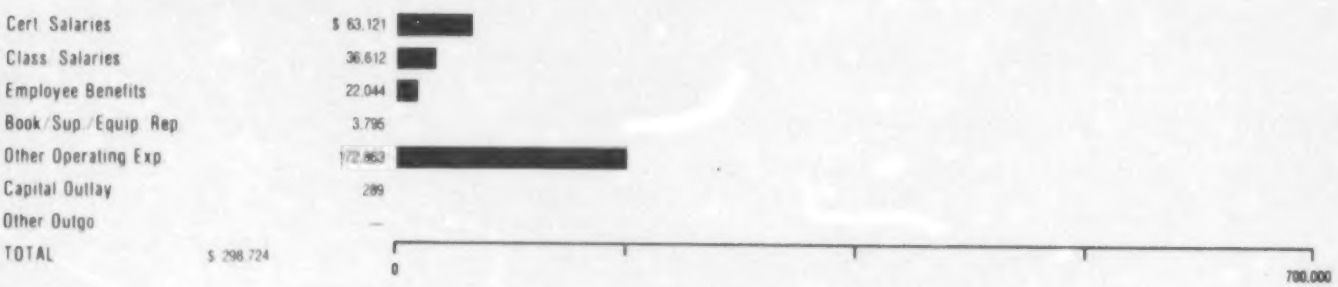
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



The Office of Assistant Superintendent-Business Services has district-wide responsibility for Custodial Services, Grounds Services, Maintenance Services, Transportation Services, Data Processing Services, Purchasing/Receiving/Warehouse Services, Budgeting, Accounting, Payroll, and Capital Outlay (Construction). Business transactions for the Board of Trustees, such as contracts, agreements, leases, insurance matters, taxes, etc., are handled by this office, as well as negotiations with certificated employees' exclusive bargaining unit, contract administration, and employer-employee relations.

The custodians and skilled tradesworkers clean and maintain over 746,000 square feet of buildings. The groundskeepers maintain 470 acres of land, the transportation workers maintain 125 vehicles which travel 755,000 miles per year; and the purchasing/accounting/payroll employees handled transactions totaling more than 27 million dollars in 1983-84.

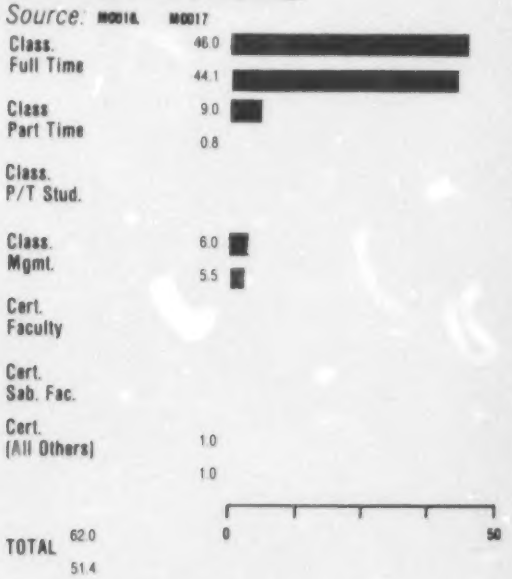
Most of the employees and expenditures associated with this department (i.e., custodial, grounds, transportation) will appear in college data rather than in this section of "Central Services".

STAFF

INDIVIDUAL FTE

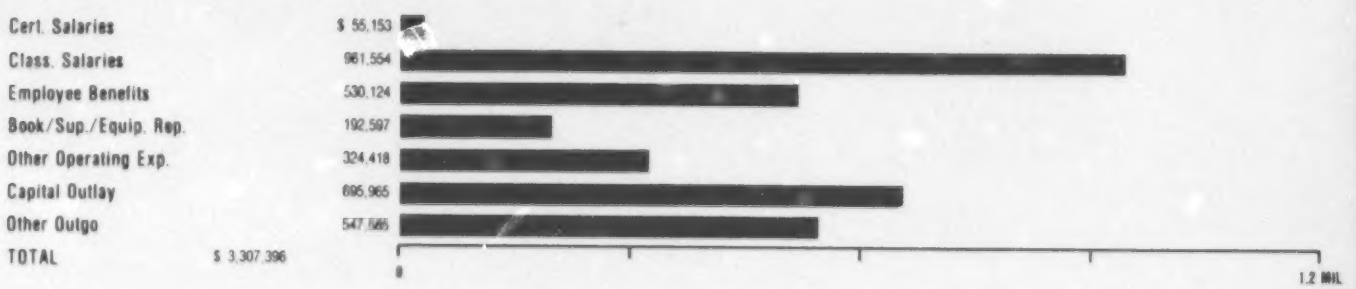
NON-INSTRUCTIONAL

Source: M0016, M0017



FINANCIAL

Source: M0010



Under the direction of the Director of Personnel, the District Personnel Office is responsible for personnel support services involving certificated, classified, management and temporary staff. The Personnel Office coordinates staff recruitment and selection activities, the District Affirmative Action Program, and maintains personnel records and statistical data. It also assists in the development and maintenance of classification and salary structures, job descriptions and staff salary surveys. The District Safety Program, including staff training and periodic inspections, is also the responsibility of this office.

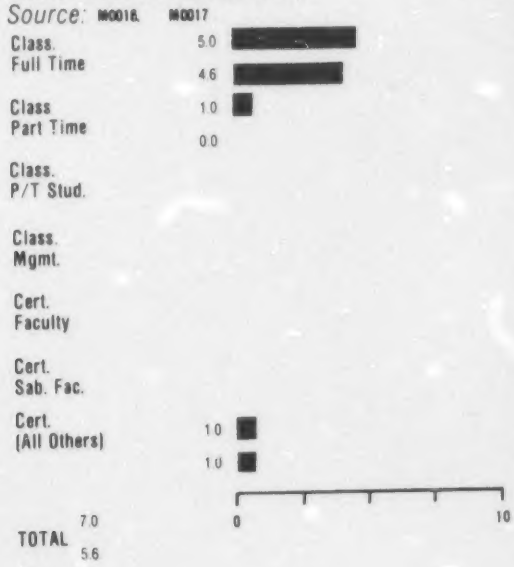
The Director of Personnel serves as District spokesperson for classified negotiations and classified contract coordinator. This role also requires an active involvement in contract administration and an ongoing employer-employee relations program. The Director of Personnel is involved in providing a variety of staff training activities in various personnel related areas.

STAFF

INDIVIDUAL *FTE*

NON-INSTRUCTIONAL

Source: IN0016, IN0017



FINANCIAL

Source: IN0010

The activities of the Resource Development unit may be classified into three general areas: development of resources, coordination of special projects and programs, and coordination of the collection and use of data.

Resource development is carried on through maintaining an inventory of funding sources, reviewing announcements concerning grant and request for proposal deadlines, and statements of purpose. This information is distributed throughout the district to potential users. Assistance is provided to individuals working on grant proposals and some proposals are developed in their entirety.

Coordination of special programs and projects requires the maintenance of an adequate recordkeeping system, developing and filing required reports and claims for reimbursement, and working with staff to assure that grant requirements are adhered to.

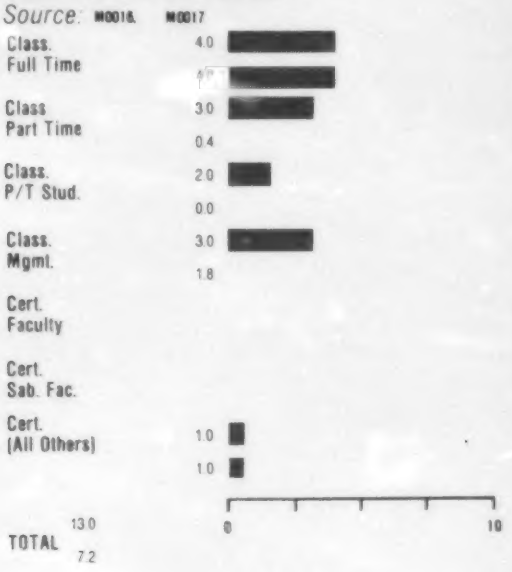
Coordination of the collection and use of data involves working with staff on the development of input systems, computer systems to store and manage data, and various reporting and information systems. The ongoing maintenance and support for the District Assessment Information System, of which this atlas is a part, is a major activity of the Resource Development unit.

STAFF

INDIVIDUAL *FTE*

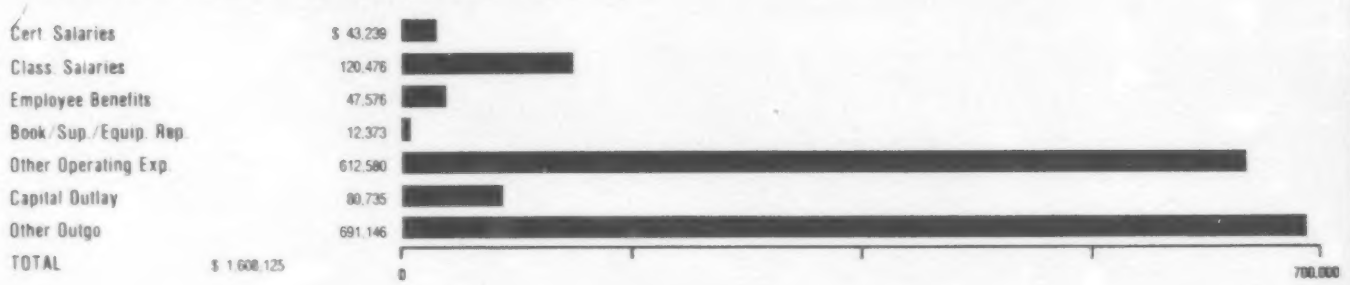
NON-INSTRUCTIONAL

Source: MD018, MD017



FINANCIAL

Source: MD010



GLOSSARY OF TERMS

STAFF — INSTRUCTIONAL

Cert. Full Time	Full-time faculty, including overloads
Cert. Part Time	Hourly teachers and teachers with reduced workloads; i.e., anyone with less than a 100% contract
Cert. Non Teach.	Certificated non-faculty professionals such as Counselors, Coordinators, Librarians, with a teaching assignment
Class. Full Time	Classified full-time employees with a teaching assignment; also includes certificated employees belonging to the classified retirement system (PERS)
Class. Part Time	Classified employees with less than a 100% assignment who also have a teaching assignment
Class. Mgmt.	Classified employees assigned to the Management Team who also have a teaching assignment

STAFF — NON-INSTRUCTIONAL

Class. Full Time	Classified, non-teaching personnel, permanent and temporary, with a 100% assignment. Also includes non-teaching certificated employees belonging to the classified retirement system (PERS)
Class. Part Time	Classified, non-teaching personnel, permanent and temporary, with less than a 100% assignment.
Class. P/T Stud.	Part-time student employees, some paid with Work-Study special funding.
Class. Mgmt.	Classified employees assigned to the Management Team.
Cert. Faculty	Certificated faculty with a non-teaching assignment or on paid leave.
Cert. Sab. Faculty	Certificated faculty on sabbatical leave
Cert. (all others)	Certificated non-teaching personnel, including administrators, coordinators, counselors, etc.

FINANCIAL

Cert. Salaries	Teachers and non-teaching certificated salaries charged to object of expenditure codes 1100 - 1450
Class. Salaries	Classified and student employee salaries charged to object of expenditure codes 2100 - 2400
Employee Benefits	Fringe benefits for certificated and classified employees, charged to object of expenditure codes 3100 - 3700
Books/Sup./Equip. Rep.	Books, Supplies, and Equipment Replacement charged to object of expenditure codes 4000 - 4800
Other Operating Exp.	Other operating expenses and services, including travel, conferences, fees, insurance, services, utilities, activities, rentals, and leases, charged to object of expenditure codes 5000 - 5099
Capital Outlay	Site acquisition/improvement, building construction, remodeling, capital equipment, charged to object of expenditure code 6100 - 6400
Other Outgo	Debt service, interfund transfers, student financial aids, clearing accounts, and contingencies, charged to object of expenditure codes 7000 - 7900

GLOSSARY OF TERMS (Continued)

SERVICES

METHOD OF INSTRUCTION

Lecture	Lecture, Discussion, Seminar classes
Lecture/Lab	Lecture and Laboratory (separate or combined) classes
Other	Lab, Work Experience, TV, Independent Study, and Mixed Methods of instruction
Section	One class. Each time a course is taught during one term, a different course reference number is assigned.
Enrollment	One student in one class is an "enrollment". (A student enrolled in six classes = six enrollments).

FACILITIES

Stations Available	For each class offered, the number of seats available.
Max. Enrollment	Maximum enrollment (see Enrollment by Week)
End. Enrollment	Ending enrollment (last week of class)

STUDENTS

Day Student	A student with at least one day class (may have evening classes also)
Evening Student	A student with only evening classes
Individuals	Students counted only once, whether enrolled in one class or several.
Pre. Reg.	Pre-registration enrollment (prior to first week of class)

MISCELLANEOUS

FTE	Full-time equivalent. Payroll FTE = % employed. Teaching FTE for purposes of this report, 18.5 hours per week = 1 Teaching FTE
ADA	Average Daily Attendance - a unit of measure by which state funds are disbursed
TSCH	Total Student Contact Hours (One student attending one hour per week for 17 weeks = 17 TSCH)
WSCH	Weekly Student Contact Hours (One student attending one hour per week for a full term = 1 WSCH)
TV	Television courses
CISP	Coordinated Instructional Services Program
TOP	Taxonomy of Program — a code number (1-5999) assigned by the state for each teaching discipline. Numbers 6000-7999 are used for support services.
Unit/Subunit	A division or department of the college/district.
F	Fall term (both colleges)
W	Winter term (Columbia College only)
S	Spring term (both colleges)
U	Summer Session (where appropriate)

BIBLIOGRAPHY OF SUPPORT DATA

M0014 - District Assessment (Summary)

Several programs are utilized for the District Assessment report. This report is the primary report and it shows in summary that which all the other programs show in detail. Each program gathers data for a specific area of the report. All reports cover one campus at a time and they have to be run three (3) times to cover the whole District. The whole District consists of Modesto Junior College, Columbia College, and YCCD Central Services.

The areas covered by the M0014 report are STAFF, FINANCIAL, SERVICES, FACILITIES, and STUDENTS. This gives an overall picture of the operations of each College. It is printed in unit, subunit, and toxonomy (TOP) code order.

All other programs are printed in unit, subunit, and TOP code order by campus and most reports cover only one area of the primary report. Each of these programs builds a workfile with summary information for the primary report and prints a report of the detail that supports the summary information.

M0010 - Financial Data

This program selects appropriation, encumbrance and expenditure records from all fund accounts in the summary file.

There are several options for this program. It has to be run three times for each campus - once to build a workfile for S0266 (ADA WSCH by time), once to build a workfile for M0014 (District Assessment Summary Report), and once for backup detail.

This program utilizes a cross-reference file that is represented by a table in the program. After sorting all records selected, it adds appropriation, encumbrance, and expenditure amounts to the table until sort control information changes. Then this table is either printed, or put in another workfile depending on the option. This report is concerned with appropriations and expenses. The expenses are determined by adding encumbrances and expenditures together.

M0015 - Instructional Staff Detail

This program uses the workfile built in M0291 (Instructional Staff). It prints all data (name of instructor, courses taught, weeks met, curriculum hours, and payroll data) to support figures presented in M0291 report.

M0016 - Non-Instructional Staff

This program uses payroll and warrant files. It examines all warrants within a selected warrant range. Payroll data for all employees paid monthly is extracted. Warrant data for employees paid hourly (other than stability pay, retroactive pay, vacation/holiday pay or overtime) is extracted. Instructional account numbers are bypassed for anyone in workfile from S0291.

This report prints four financial classifications. Within each financial classification are groups based on employee position/title codes and contract status. Male, female and total payroll FTE's and individual count are printed.

A second report is generated that prints the statistics for non-instructional staff in seven categories to facilitate graphic layout of data

M0017 - Non-Instructional Staff Detail

This program uses the workfile built in M0016 (Non-Instructional Staff). It prints all data (name, payroll data, FTE, etc.) to support figures presented in the M0016 report.

S0262 - Enrollment by Course

This program uses student files. Selects all master schedule records for term/years requested and counts "current enrollment". Does not bypass any classes. Computes enrollment per term in six categories. Computes total enrollment and total sections. One option prints beginning and ending time statistics for each category.

S0263 - Class Activity

This program uses the "Classes Enrolled" file and counts by week the number of adds and drops for fall, winter, and spring terms.

The S0263 report shows adds for each week for full and short-term classes, drops for full and short-term classes, and enrollment for full and short-term classes. For the M0014 report, the class activity by week, for full-time classes only, goes in the services area; and the maximum and ending enrollment, for full and short-term classes, goes in the student area. A workfile is built for S0280 (facilities).

S0265 - Method of Instruction by Course

This program uses student files. Report is printed in full course ID order. Prints all courses with course type, weeks met, units, hours, method of instruction, ADA type.

S0266 - Contact Hours/Enrollment/ADA

This program uses work files built in S0267 (Calculate Attendance Accounting Hours) and M0010 (Financial Data). Computes and prints TSCH, ADA, and enrollment by time of day. ADA information is printed in the financial area of the District Assessment report and TSCH and enrollment are printed in the student area.

Adds enrollments from "Class Enrolled" file for each student in each class. Bypasses TV, CISP, high school, and non-ADA classes.

S0267 - Calculate Attendance Accounting Hours

This program uses student files. It does not print a report. It builds a workfile of ADA data to be used by D0266 (TSCH, Enrollment, ADA). It must be run once for each term/year for each campus.

S0280 - Facilities

This program uses student files and the workfile built in S0263 (Class Activity). Prints report showing building, room number, room type and available stations for each course. If room type is not 110 or 210 (lecture or lab), maximum enrollment is used for available stations figure.

S0281 - Student Matrix

This program uses student files. For each term/year requested it prints three (3) reports -

1) All enrollment by age and sex
2) Graded students unit load
3) Ethnic breakdown of all students

S0284 - Office/Miscellaneous Facilities

This program uses student files. It extracts all room-file records with TOP Code not less than 6000. Prints report listing total available square footage for seven (7) categories. Converts TOP Code in room file to TOP Code used in accounting and prints both TOP Codes.

S0291 - Instructional Staff

This program looks at the master schedule file. For each employee that is teaching a class, further information is taken from payroll records. All instructional accounts assigned to the monthly employees are used. If classes are taught concurrently, only one (1) class is counted for teaching hours, but enrollment is counted for all classes. Team teaching—only the teacher named in the master schedule will appear on this report.

This report prints employee classifications based on employee position/title codes and contract status. Male FTE, female FTE, total FTE, individual count, percent of program and WSCH are printed.

Workfiles are built to be used as input to M0014 (Summary Report), M0015 (Instructional Staff Detail), M0016 (Non-Instructional Staff).

For purposes of this report, one full-time equivalent teacher (Teaching FTE) equals 18.5 hours per week. This is the district-wide average teaching hours per week for YCCD full-time teachers, as determined by the Chancellor's Analytical Studies Unit, based on staff data submitted in November 1983.

For hourly teachers, Teaching FTE equals payroll FTE.